

Automated Information Systems Manual

END USER MANUAL

FOR

ARMY FOOD MANAGEMENT

INFORMATION SYSTEM

TROOP ISSUE SUBSISTENCE ACTIVITY

(AFMIS-TISA)

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SECTION 1. GENERAL

1.1 Purpose of the End User Manual. The objective of the End User Manual for the Army Food Management Information System (AFMIS) - Troop Issue Subsistence Activity (TISA) Subsystem L37-AJK-ATT is to provide the end user with the information necessary to use the system effectively.

1.2 Purpose of the System. AFMIS is an automated food management information and Class I supply system designed to improve subsistence accountability, automate headcount procedures, and the overall efficiency of Army Food Program resources. The system consists of three major subsystems.

a. The Troop Issue Subsistence Activity (TISA) Subsystem is for use at each Troop Issue Subsistence Activity location throughout the Army. This subsystem provides automated inventory control; stock accounting; and issue, receipt, storage, and financial accounting records for all Class I supplies.

b. The Installation Food Advisor (IFA) Subsystem is for use at the installation food advisor level throughout the Army. This subsystem provides automated reports, inquiries, file maintenance, and equipment control procedures to monitor dining facility operations. The Installation IFA may grant access to the DFO Inquiry Process to subordinate food advisors (division, brigade, etc) as required.

c. The Dining Facility Operations (DFO) Subsystem is for use in each Army dining facility. This subsystem provides automated inventory control, receipt processing, menu planning, headcount procedures, and accounting records for the dining facility operation.

1.3 References.

a. Sponsor: Department of the Army, Deputy Chief of Staff for Logistics (DCSLOG).

b. Project directive: Defense Audit Service (DAS) Report on the Audit of the DOD Food Service Program, dated 28 May 1980 (No. 80-106).

c. Hardware documentation. The hardware documentation may vary from site to site depending on the type of equipment purchased and its configuration. Check with the System Administrator (SA) to ensure that you have the appropriate hardware documentation on hand to support your particular system.

d. Related publications:

(1) AR 30-1 The Army Food Service Program.

(2) AR 30-18 Army Troop Issue Subsistence Activity Operating Procedures.

(3) SB 10-260 Master Menu.

e. Changes to this manual: Send changes on DA Form 2028 through command channels to U.S. Army Software Engineering Center-Lee (SEC-L), ATTN: AMSEL-SE-LSB (STOP L33), 3901 A Avenue, Suite 150, Ft Lee VA 23801-1815. A sample copy of DA Form 2028 is in appendix E.

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1.4 Terms and Abbreviations. See appendix A of this manual.

1.5 Security. System Administrators (SAs) are responsible for the operation of AFMIS sites. This includes stored data, hardware, and software. See AR 380-19, Information Systems Security, for more information.

SECTION 2. SYSTEM SUMMARY

2.1 Overview. The Troop Issue Subsistence Activity (TISA) Subsystem is a part of the Army Food Management Information System (AFMIS). AFMIS automates Class I supply functions, Installation Food Advisor (IFA) management functions, and dining facility operations. The TISA Subsystem is used to control Class I supply functions.

2.1.1 Application Summary.

- a. AFMIS consists of three major subsystems.
 - (1) The TISA functions are used to:
 - (a) Requisition subsistence from various sources of supply.
 - (b) Process receipts and issue subsistence to authorized customers.
 - (c) Process Direct Vendor Delivery (DVD) and Local Purchase (LP) items.
 - (d) Maintain storage locations and physical inventories.
 - (e) Provide input to the Standard Army Financial System (STANFINS), maintain the Voucher Register and General Control (VRGC) file, Food Cost and Feeding Strength Summary (DA Form 2969), and maintain customer accounts.
 - (f) Perform TISA file inquiries and print reports.
 - (g) Provide input to the Dining Facility Operations (DFO) files.
 - (h) Provide input to the Defense Integrated Subsistence Management System (DISMS).
 - (2) The IFA Functions are used to:
 - (a) Monitor dining facility accounts, cook status information, and inventory.
 - (b) Maintain the installation Master Menu, recipe files, and cash meal payment costs.
 - (c) Monitor and update recipe costs and POS (Ala Carte) prices.
 - (d) Monitor and maintain the installation dining facility equipment files.
 - (e) Provide input to the DFO files.
 - (f) Prepare the random sample surveillance schedule for contract operations.

(3) The DFO Functions are used to:

(a) Plan menus, request subsistence from TISA/STORES NT, and monitor the dining facility account status.

(b) Process production schedules, production reports, dieter's menus, kitchen requisitions, production histories, and create and maintain menu templates.

(c) Process physical inventories, transfers, statements of charges, and reports of survey.

(d) Perform dining facility file inquiries and print reports.

(e) Process daily headcount and cash collections, generate cash collection vouchers, maintain personnel files, perform headcount inquiries, and print reports.

(f) Provide input to the TISA files.

b. AFMIS operates in a fully interactive mode with all subsystem databases and files residing on the installation AFMIS server. Each user accesses files using a desktop personal computer (PC) with a color monitor.

(1) The TISA Subsystem provides the following input to DFO files:

(a) Subsistence issues.

(b) Dining facility account card transactions.

(c) Current BDFA values.

(d) Master Item File changes and price updates.

(e) Monthly issue frequency schedules.

(f) Inventory adjustments for transfers, and account adjustments for reports of survey and statements of charges.

(2) The IFA Subsystem provides the following input to DFO files:

(a) Master Menus.

(b) Recipe files.

(c) Cash meal payment cost updates.

(d) Course descriptions.

(3) The DFO Subsystem provides the following input to TISA files:

- (a) Shopping lists.
- (b) Headcount and cash collection information.
- (c) Inventory dollar values.
- (d) Transfers of subsistence, reports of survey, and statements of charges.

(4) The End of Day and End of Month Batch processes are used to transfer file inputs between the subsystems. The AFMIS System Administrator (SA) is responsible for running these processes and providing a schedule to each user.

(5) The TISA Subsystem produces numerous reports within its functions. Each report is identified by a Product Control Number (PCN). Appendix C contains a list of reports and samples of each.

c. AFMIS interfaces with:

- (1) Subsistence Total Order and Receipt Electronic System NT (STORES NT).
- (2) Defense Integrated Subsistence Management System (DISMS).
- (3) Standard Army Financial System (STANFINS).
- (4) Joint Uniform Military Pay System (JUMPS).

2.1.2 Performance. The TISA an interactive data processing subsystem. Data is received and sent by network (and in some cases by modem) communications. File information is on-line and available for you to process or query. File updates can occur automatically during or at the end of a process. Due to file updates or data entry requirements, some TISA processes are time consuming.

2.1.3 Controls. The TISA uses individual identification codes and passwords to control system access. The SA is responsible for assigning a code and password to each user. The AFMIS Computer Operation Manual (AIS Manual 25-L37-AJK-ZZZ-OM) contains procedures to assign and control passwords for AFMIS.

2.2 System Environment. The TISA is designed to operate on a desktop personal computer (PC) with a color monitor and network connection (or modem) to access the installation AFMIS server files. The operating system software is Sco-Unixware 7.11 and the communications software is Kermit 95 Terminal Emulation Program running on Windows NT 4.0.

2.2.1 Hardware Required. The TISA operates on a PC with a color monitor running on Windows NT 4.0 Workstation, network connection (or modem), and laser printer.

2.2.2 Software Required. The TISA uses INFORMIX Run-time application software. Operating system and application software is included in the TISA package.

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2.3 Contingencies and Alternate Modes of Operation. Continuity of Operations (COOP) procedures for TISA are used when the installation AFMIS server or TISA hardware fails. The procedures below are general in nature. More detailed procedures should be set up and coordinated between the SA and all AFMIS users on the installation.

- a. Contact the SA to report any hardware failures and to request replacement hardware.
- b. If replacement hardware is not available, you can time-share at an alternate location. The SA can designate a dining facility or IFA as the alternate location.
- c. Continuity of Operations (COOP) procedures for the installation AFMIS server are contained in appendix D.

2.4 Assistance and Problem Reporting.

- a. Operator assistance: Contact the system administrator for help.
- b. Customer assistance: The AFMIS team at the US Army Combined Arms Support Command can be reached at Defense Systems Network (DSN) 687-1051 or commercial (804) 734-1051.
- c. Change procedures: Submit recommended changes to AFMIS on DA Form 5005-R, Engineering Change Proposal-Software (ECP-S). Appendix E contains a sample copy of the DA Form 5005-R and instructions for completing it.
- d. Appendix B contains a sample SOP for TISA processing. You can use it to develop an SOP for your main TISA operation.

SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time Use of the System. The TISA Subsystem operates on a Pentium-based personal computer (PC). TISA files reside on the Installation AFMIS Server.

3.1.1 Equipment Familiarization.

- a. The TISA operation uses the following equipment:
 - (1) A Pentium-based processor (PC)
 - (2) Color Monitor
 - (3) Keyboard
 - (4) Laser Printer (TISA may also have high speed and dot matrix printers)
 - (5) Network Connection to Installation Server
- b. The number of PCs, keyboards, and printers issued depends on the size of the TISA operation.
- c. See manufacturers' manuals for details on hardware documentation.

3.1.1.1 Starting and Shutting Down the Computer System. Normally, the computer will remain on at all times due to communications between the installation server and the dining facility system. If it becomes necessary to shut the system down for whatever reason (planned/unplanned power outages, etc), or you must re-start the system after an unexpected power outage, follow the following instructions.

- a. To start the system:
 - (1) Press the monitor power switch to turn on the monitor.
 - (2) Press the computer power switch. A series of information message will be displayed on the screen during the power up process. Then a Begin Log On box will be displayed.
 - (3) Press the [CTRL][ALT][DELETE] keys (at the same time). You will be prompted for your Windows NT password.
 - (4) Enter your password and click OK. The DOD security message will be displayed on the screen.
 - (5) You can press any key to continue or click on the X in the upper right hand corner of the message box to complete the log on process. The Windows NT desktop should be displayed on the screen.
 - (6) Press the printer power switch. The power indicator light comes on.

b. To power down the system:

(1) Use the mouse to click on the START button at the bottom left corner of the screen.

(2) Move the mouse pointer and click on the Shut Down command. A Shut Down Windows dialog box will be displayed on the screen.

(3) Make sure that the radial button for Shut Down has the black dot in it and click on the OK button. The system will begin to shut down.

(4) When the message "it is now safe to turn off your computer" is displayed, press the power switch on the computer to shut it off.

NOTE: If you do not want to continue with the shutdown, click on the restart button. The system will require you to enter your Windows NT password to log back on.

(5) Press the computer power switch to turn off the computer.

(6) Press the monitor power switch to turn off the monitor.

(7) Press the printer power switch to turn off the printer.

3.1.1.2 Loading Paper into the Printer. See the appropriate pages of the manufacturers' guides based on the type of printer used on your system. These manuals give you step-by-step processing instructions on how to load your paper.

3.1.1.3 Color Monitor. The color monitor is an interactive visual display screen for keyboard entries, system messages, and other data. The cursor is a highlighted block (□) on the screen. You can move the cursor around by using the [SPACE BAR], [BACKSPACE], [ENTER], ARROW, or FUNCTION keys.

3.1.1.4 Keyboard. The keyboard looks and works like a typewriter with some additional keys. The keys are explained in five groups:

a. Typewriter keys.

b. Function keys.

c. Control keys.

d. Arrow keys.

e. Number keys.

3.1.1.4.1 Typewriter Keys.

a. The keyboard has a standard set of typewriter keys. Use these keys to enter data and instructions into the computer.

b. Functions of some important typewriter keys are:

(1) The [SHIFT] key changes the letters from lowercase to uppercase (capitals). It is also used to enter the symbols above the number keys. For example, the □ symbol is above the number 4 on the same key. The [SHIFT] key works just like the one on a typewriter.

(2) The [CAPS/SHIFT LOCK] key locks all alphabet keys into the uppercase. When you press this key once, it locks and the Caps/Shift Lock indicator light comes on. The word “cap” appears at the bottom of the screen you’re working on. To unlock it, press the key again. Because it can create problems during processing, don't use this key. Use the [SHIFT] key instead.

(3) Use the [BACKSPACE] key to erase or correct information.

(4) Use the [ENTER] key after you enter a line of information to move to the next field.

(5) Use the [TAB] key to move from one data entry field to the next.

3.1.1.4.2 Function Keys.

a. There are a total of 12 function keys (F1 – F12) at the top of the keyboard. Only 4 of these keys are used during AFMIS TISA processing.

b. The [F1] key is used to open space. The [F2] key is used to delete information or space. You can use these keys in the following Financial Accounting processes:

(1) Dining Facility to Dining Facility Transfer.

(2) TISA Adjustment Due to a Report of Survey.

(3) TISA Adjustment Due to a Statement of Charges.

c. The [F3] key is used in some processes to page forward and view more information. The [F4] key is used to page back.

d. Function keys can help speed up processing when you are dealing with large blocks of information.

e. If the function keys don't work, contact the SA. The SA may need to map the function keys so that they work correctly in AFMIS.

3.1.1.4.3 Control Keys. The three control keys are the ESCAPE (ESC) key, ENTER key, and DELETE key. They are used to direct and control the computer programs (software).

a. Use the [ESC] key when you are finished entering or reviewing information. The program saves the information you enter by placing it in a file. Some programs exit to a ring menu or the menu you are working in.

b. Use the [DELETE] key to interrupt processing without saving the information. When this key is selected during a process the process is interrupted and a ring menu is displayed at the top of the screen. The ring menu displays various options that allow you to continue the process,

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start over, or exit the process completely. You may interrupt processing at any time. When you interrupt a process and exit from the process, no database changes are made to the system.

c. On this keyboard, the [ENTER] key is labeled with an arrow [↵] symbol. In the text, the word [ENTER] is used instead of this symbol. Use the [ENTER] key during processing to move from one field to the next. This key is used in some processes to exit a screen. In these processes, another screen, ring menu, or the menu you are working in is displayed.

3.1.1.4.4 Arrow Keys.

- a. The keyboard has two sets of arrow keys.
- b. Use the arrow keys [↑], [↓], [←], and [→] to move the cursor around. One set is also labeled up, down, left, and right. You can use these keys to move the cursor up, down, and across data entry fields.

NOTE: To use the arrow keys on the number keypad, make sure the Num Lock indicator light is off.

c. You can use the LEFT or RIGHT ARROW key to highlight an option on the TISA menu.

d. If the arrow keys don't work, contact the SA.

3.1.1.4.5 Number Keys.

a. The number keys are located on the right side of the keyboard. There are 17 keys that resemble those on a calculator. To use these keys, press the [NUM LOCK] key. The Num Lock indicator light comes on and the word "num" appears at the bottom of the screen you are working on.

b. You can use these keys instead of the typewriter number keys when you are entering many numbers. They can be faster and easier to use.

3.1.1.4.6 Screen Prints. To print screen information while logged onto AFMIS follow the following instructions.

- a. Press the [CTRL] [Print Scrn] keys.
- b. Press the [ALT] [TAB] keys to minimize the AFMIS screen on the desktop.
- c. Use the mouse to click on the START button at the bottom of the screen. Move the cursor to Programs, Accessories, and click on WordPad. This will open up the word processor.

NOTE: If you have MS Word installed on your system, you can use it instead of WordPad.

- d. Use the drop down boxes to set the font type to Courier (New) and the font size to 9.
- e. You can then "Paste" the screen to the document by:

- (1) Right click on the mouse and click on Paste.
- (2) Press [CTRL] [V].
- (3) Use the mouse to click on the Paste icon (the clipboard) on the toolbar.

f. Click on the printer icon on the toolbar to print 1 copy of the screen or, if you want multiple copies, click on the file drop down menu, select print, specify the number of copies needed and press OK. At this time you can either close the word processor or leave it open in case you want to make further screen prints.

g. To return to AFMIS, click on the box at the bottom of the screen with the IP address (example 156.152.138.15...).

3.1.2 Access Control.

a. The login screen ensures that only authorized users access the TISA files. There are two types of authorized users:

- (1) Operator(s).
- (2) System Administrator (SA).

b. The AFMIS SA is responsible for assigning operator passwords.

c. TISA does not produce classified reports. See the Outputs paragraphs for filing instructions.

d. The SA is responsible for backing up TISA files.

3.2 Initiating a Session.

3.2.1 Login Procedures.

a. To access the AFMIS system, use the mouse to double-click on the AFMIS icon on the desktop. You can now access the system through the system login screen (fig. 3.2-1).

NOTE: Once you have used the mouse to click the AFMIS icon, the mouse will no longer be used for AFMIS processing. The mouse is available if you minimize the AFMIS screen and use a word processor for screen prints.

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```
SCO UnixWare 7.1.0 (sdclcpq1600) (pts/8)
```

```
login: u230
```

```
Password:
```

Figure 3.2-1. AFMIS Login Screen.

(1) Enter your assigned login at the prompt and press [ENTER]. The password prompt is displayed. Enter your assigned password and press [ENTER].

(2) When you log in correctly the system copyright information is displayed, then the AFMIS Command Menu (TISA/Prime Vendor) screen (fig. 3.2-2) is displayed.

```
AFMIS:  A B X
Press A to go to the TISA Command Menu

DATE: 14 Dec 00      AFMIS COMMAND MENU (TISA/PRIME VENDOR)  AJK-920

      OPTION CODE  RING MENU SELECTION OPTIONS

          A          TISA COMMAND MENU

          B          PRIME VENDOR COMMAND MENU

          X          EXIT
```

```
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 3.2-2. AFMIS Command Menu (TISA/Prime Vendor) Screen (AJK-920).

b. Use the [SPACE BAR] to select an option from the ring menu at the top of the screen and press [ENTER], or enter the option letter.

3.2.2 Problem Determination.

a. The first thing you must do when a problem occurs is to record the following details:

- (1) What process was running?
- (2) What error message(s) appeared?

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(3) What did the machine do or fail to do?

(4) What did you do?

b. Some of the most common error messages are listed in the Computer Operation Manual AISM 18-L37-AJK-SPR-OM.

c. The OM identifies the problem area and describes the proper response.

d. It is your responsibility to record the details and notify your supervisor. If you can't solve the problem, contact the AFMIS SA. Give him/her the details you record.

3.3 Stopping and Suspending Work.

a. To return to the TISA Command Menu, select the exit option(s) from the menu(s) you are working in.

b. To return to the login screen, select X from the AFMIS Command Menu (TISA/Prime Vendor). At the command prompt (>), type exit or press [CTRL][D]. This returns you to the Windows NT desktop

c. To interrupt processing, use the [DELETE] key. An interrupt ring menu is displayed for the process you are working in. You can use this ring menu to continue processing, return to the menu you are working in, or return to the AFMIS Command Menu (TISA/Prime Vendor).

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SECTION 4. PROCESSING REFERENCE GUIDE

4.1 Capabilities.

4.1.1 AFMIS-TISA Subsystem Structure.

a. AFMIS-TISA is a menu-driven system. By making a menu selection, you can choose what area you want to begin working in. A menu screen is like a road map. You can find out where you are and determine where you want to go from any menu displayed. The system is based on a building block concept consisting of:

- (1) Functions.
- (2) Subfunctions.
- (3) Processes.
- (4) Subprocesses.

b. The TISA Subsystem consists of seven functions. Each major function contains a group of subfunctions, processes, and/or subprocesses.

c. A subfunction is the second level of menu options or the data entry screen displayed for a function. You can begin entering information based on the subfunction you select.

e. A process is the third level of menu options, or the data entry screen displayed for a subfunction. You can begin entering information based on the process you select.

f. A subprocess is the lowest level of data entry screen for a process. You select it from the third level of menu options.

g. Beginning in section 5, each of the TISA functions is explained in detail.

NOTES:

1. Some of the TISA functions are not fully utilized anymore due to the use of the STORES NT system for prime vendor operations (ie, Delivery Frequency File).

2. When you initially log on to AFMIS, the system displays the AFMIS Command Menu (TISA/Prime Vendor) AJK-920. The Prime Vendor Command Menu (Option B) functions are associated with the STORES NT system. To use these functions, refer to Section 3, TISA STORES NT Operating Instructions in the STORES NT User's Guide.

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4.1.2 Menu Functions.

a. The functions displayed on the TISA Command Menu Screen (fig. 4.1-1) are the first steps to finding and using subfunctions, processes, and subprocesses.

TISA: Stock Financial Main Query&Rpts PhysInvy Loc'n Batch TISA eXit		
Enter 'S' for Stock Accounting Module		
DATE: 04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU	AJK-600
OPTION CODE	RING MENU SELECTION OPTIONS	
S	STOCK ACCOUNTING	
F	FINANCIAL ACCOUNTING	
M	FILES MAINTENANCE	
Q	REPORTS AND INQUIRIES	
P	PHYSICAL INVENTORY	
L	STORAGE LOCATION	
B	TISA BATCH PROCESSES	
X	SIGN OFF TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 4.1-1. TISA Command Options Menu Screen (AJK-600).

b. Each function you select produces its own menu. To select a function from the TISA Command Menu, use the [SPACE BAR] or ARROW keys to highlight that function and press [ENTER], or enter the option letter. The next menu level containing the subfunctions is displayed.

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(1) Stock Accounting is a function you can select from the TISA Command Menu. The Stock Accounting Command Menu (fig. 4.1-2) is displayed.

STOCK ACCOUNTING: A B C D E F G H R X			
DVD command options			
DATE: 24 AUG 92		STOCK ACCOUNTING COMMAND MENU	
AJK-610			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	DIRECT VENDOR DELIVERY	F -	BLANKET PURCHASE AGREEMENT
B -	DOCUMENT HISTORY	G -	REVERSAL/ADJUSTMENT
C -	REQUISITIONS	H -	TRANSFERS
D -	RECEIPTS	R -	RETURN TO TISA COMMAND MENU
E -	ISSUES	X -	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 4.1-2. Stock Accounting Command Menu Screen (AJK-610).

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(2) Issues is a subfunction you can select from the Stock Accounting Command Menu. The Issues Command Menu (fig. 4.1-3) is displayed.

ISSUES: A B C D E R X		
IDENTIFY ARCS CUSTOMER REQUIREMENTS		
DATE: 20 DEC 00	ISSUES COMMAND MENU	AJK-818
OPTION CODE	DESCRIPTION	
A	IDENTIFY ARCS CUSTOMER REQUIREMENTS	
B	ISSUE DOCUMENT QUERY/MODIFY/EXECUTE	
C	HARBORCRAFT COMMERCIAL ISSUES	
D	CONVERT RATION REQUESTS TO ISSUE DOCUMENT	
E	OTHER ISSUES	
R	RETURN	
X	EXIT	
ENTER THE DESIRED OPTION CODE THRU THE RING MENU SELECTION. OPTION CODE:		

Figure 4.1-3. Issues Command Menu Screen (AJK-818).

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c. Other Issues is a process you can select from the Issues Command Menu. The Other Issues Data Entry Screen (fig. 4.1-4) is displayed.

DATE: [20 DEC 00]	OTHER ISSUES	AJK-700
<div style="text-align: center; margin-bottom: 20px;">CUSTOMER ID: []</div> <div style="text-align: center; margin-bottom: 20px;">ISSUE DATE: [] [] [] DD MMM YY</div> <div style="text-align: center; margin-bottom: 20px;">TYPE ISSUE: []</div> <div style="text-align: center; margin-bottom: 20px;">[]: [] []</div> <div style="text-align: center; margin-bottom: 20px;">[]: AFTER ENTERING DATA, PRESS ESCAPE <ESC></div> <div style="text-align: center;">ENTER THE CUSTOMER ID FOR THE ISSUE DOCUMENT YOU WISH TO CREATE</div>		

Figure 4.1-4. Other Issues Data Entry Screen (AJK-700).

d. When you finish entering data in some processes, an options ring menu is displayed at the top of the screen. This type of menu (fig. 4.1-5) is shown throughout the manual.

REPEAT THE PROCESS: YES NO
REENTER THE PROCESS THAT WAS JUST COMPLETED

Figure 4.1-5. Sample Options Ring Menu.

e. When you press [DELETE], the Process Interrupt Ring Menu is displayed. This type of menu (fig. 4.1-6) is shown throughout the manual.

PROCESS INTERRUPT: CONTINUE START OVER RETURN X-EXIT Ignore interrupt and continue normal processing on this screen.
--

Figure 4.1-6. Sample Process Interrupt Ring Menu.

4.2 Conventions. This section outlines screen display setup, use of alarms, abbreviations, and definitions used in TISA processing.

4.2.1 Screen Display Setup.

a. TISA operates on a desktop personal computer (PC) with a color monitor. Screen formats vary depending on the function you select. At a minimum, each screen displays the following information (fig. 4.2-1):

- (1) Current Date.
- (2) Screen Title.
- (3) Screen Number.

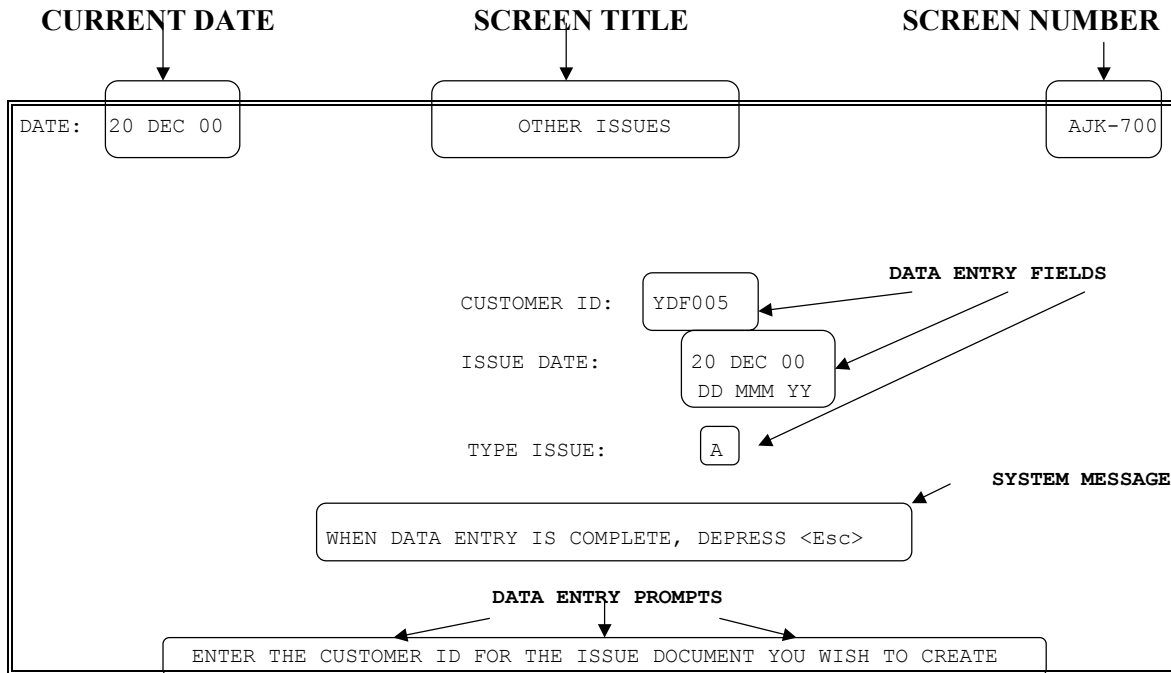


Figure 4.2-1. Sample Data Entry Screen Display.

- b. Two types of messages are displayed on the screen during processing:
 - (1) System messages. These messages prompt the user to enter information or responses during a process.
 - (2) Error messages. These messages are displayed when one of the following conditions occurs:
 - (a) Invalid or incomplete information is entered during a process.
 - (b) Another process should have been completed first.
 - (c) File information needed during the program is not available or does not exist.
 - (d) A program problem develops during a process.

4.2.2 Audible Alarms. An alarm sounds when you enter invalid information. Use the information provided by the error message(s) to correct the problem or contact the SA. The SA has copies of the System Developers Manual AISM 25-L37-AJK-SPR-SD and the Computer Operation Manual AISM 18-L37-AJK-SPR-OM which provide a list of error messages and required responses for the TISA operation.

4.2.3 Abbreviations and Definitions. See appendix A for a list of abbreviations and definitions used in TISA processing.

4.3 Processing Procedures.

a. This section outlines the functions, processes, and processing procedures for TISA. Processing functions are accessed through a series of command and ring menus.

b. Processing instructions are explained in sections 5 through 11.

4.3.1 TISA Command Menu. The TISA Command Menu (fig. 4.1-1) has seven functions and an exit option:

- a. Stock Accounting.
- b. Financial Accounting.
- c. Files Maintenance.
- d. Reports and Inquiries.
- e. Physical Inventory.
- f. Storage Location.
- g. TISA Batch Processes.
- h. Sign off TISA Subsystem.

4.3.1.1 Stock Accounting.

a. Use this function to requisition, receipt for, and issue subsistence supplies. It interfaces with DSPC, IFA, DFO, and local procurement offices. This function has eight subfunctions.

- (1) Direct Vendor Delivery.
- (2) Document History.
- (3) Requisitions.

- (4) Receipts.
- (5) Issues.
- (6) Blanket Purchase Agreement.
- (7) Reversal/Adjustment.
- (8) Transfers.

b. The Stock Accounting Function is explained in section 5.

4.3.1.2 Financial Accounting.

a. Use this function to maintain the TISA's financial accounts (VRGC and Customer Accounts) and generate transactions to STANFINS. This function has 14 processes.

- (1) Flag Customer Account for Closing.
- (2) Underdrawn Account Adjustment.
- (3) Dining Facility Adjustment Due to a Report of Survey.
- (4) Dining Facility Adjustment Due to a Statement of Charges.
- (5) DFA Inquiry/Print DA Form 3980-R.
- (6) Post Headcount Data.
- (7) Excess Cost Adjustments.
- (8) Reduced Price Commissary Items.
- (9) Adjustment Vouchers (VRGC).
- (10) VRGC Inquiry (VRGC).
- (11) VRGC Closing (VRGC).
- (12) TISA Adjustment Due to a Report of Survey (VRGC).
- (13) TISA Adjustment Due to a Statement of Charges (VRGC).
- (14) STARFIARS Adjustment.

b. The Financial Accounting Function is explained in section 6.

4.3.1.3 Files Maintenance.

a. Use this function to add, modify, and delete specific files and compute the basic daily food allowance (BDFA). You can also post DSCP price changes to the MIF, and establish the issue frequency and delivery frequency schedules. This function has nine subfunctions.

- (1) Master Item File.
- (2) Compute BDFA.
- (3) BDFA File Maintenance.
- (4) Customer Information File.
- (5) Vendor Information File.
- (6) Issue Frequency File.
- (7) Delivery Frequency File.
- (8) Installation Uniques File.
- (9) Field Menu Maintenance.
- (10) Bulletin Board Maintenance.

b. The Files Maintenance Function is explained in section 7.

4.3.1.4 Reports and Inquiries.

a. Use this function to print/reprint reports and query against the Transaction Register File, Customer Information File, and Master Item File. This function has two subfunctions.

- (1) Inquiries:
 - (a) Transaction Register File Inquiries.
 - (b) Master Item File Inquiries.
 - (c) Customer Information File Inquiry.
- (2) Reports:
 - (a) Issue Frequency Schedule.
 - (b) 2969-R Report.
 - (c) Not In Stock Report.
 - (d) Open Due-in Listing.

- (e) MIF Price List.
- (f) MIF Price Change List.
- (g) Reprint Reports.

b. The Reports and Inquiries Function is explained in section 8.

4.3.1.5 Physical Inventory.

a. Use this function to print count and recount sheets and variance reports, enter initial counts and recounts, and correct or cancel the physical inventory. This function has eight subfunctions.

- (1) Print Count Sheets.
- (2) Enter Initial Counts.
- (3) Print Recount Sheets.
- (4) Enter Recounts.
- (5) Print Variance Report (physical inventory must be completed).
- (6) Final Inventory (physical inventory must be completed).
- (7) Correct Count/Recount Entry Error.
- (8) Cancel Physical Inventory.

b. The Physical Inventory Function is explained in section 9.

4.3.1.6 Storage Location.

a. Use this function to add, modify, and delete storage locations. You can inquire against the MIF to find locations, update them, and print reports. This function has four subfunctions.

- (1) Add/Modify Storage Locations.
- (2) Delete Storage Locations.
- (3) Inquiry on Storage Locations.
- (4) Print Storage Location Report.

b. The Storage Location Function is explained in section 10.

4.3.1.7 TISA Batch Processes.

- a. Use this function to run the As Required batch processes.
 - (1) As Required.
 - (2) AFMIS Internal Communications.

NOTE: AFMIS Internal Communications still appears on the TISA Batch Processes Command Menu, but is no longer used. This option has been replaced by End of Day Batch processing.
--

- b. The Batch Processes Function is explained in section 11.

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4.3.2 Files. TISA files are located and maintained on the installation AFMIS server. Figures 4.3-1 and 4.3-2 show the files in TISA.

TISA FILES	
<u>FILE NAME</u>	<u>ABBREVIATION</u>
BDFA COMPUTATION ITEMS	BDFA
BRANCH MASTER ITEM	BR_MIF
BRANCH INFORMATION.....	BR_I
CUSTOMER ACCOUNT HEADER.....	CAH
CUSTOMER ACCOUNT TRAILER.....	CAT
CUSTOMER BRANCH CROSS REFERENCE	CBR
CUSTOMER DOCUMENT NUMBER.....	CDN
CUSTOMER INFORMATION	CIF
CUSTOMER INFORMATION NOT CURRENT.....	CINC
CUSTOMER ORDER.....	COF
COMMUNICATIONS	COM
CANDIDATE REQUISITION.....	CRF
COMMON SERVICES HEADCOUNT 2969	CSHC
CONTROL PARAMETERS (REPORTS)	CTL
BPA CROSS REFERENCE.....	CXV
DINING FACILITY ACCOUNT STATUS	DAS
DINING FACILITY CONTRACT	DFC
DINING FACILITY CLOSED DATES.....	DFCD
DELIVERY FREQUENCY SCHEDULE (DSCP).....	DFF
DINING FACILITY EXTENSION.....	DFX
DOCUMENT HISTORY	DHF
DOCUMENT HISTORY TRANSACTION INPUT	DHI
DOCUMENT HISTORY TRANSACTION OUTPUT	DHO
DSCP CHANGES FOR MIF NSN	DSCP
DESIGN CAP FILE	DSC
HEADER-3161	H3161
ISSUE FREQUENCY SCHEDULE	IFF
ISSUE LIST HEADER	ILH
INSTALLATION UNIQUES EXTERNALS	IUE
INSTALLATION UNIQUES #1	IUF
INSTALLATION UNIQUES #2	IUF2
INSTALLATION UNIQUES #3.....	IUF3
LOGIN BRANCH CROSS REFERENCE.....	LBR
LOCAL PURCHASE ORDER	LPO
LOCAL PURCHASE PRICE	LPP
MASTER ITEM FILE	MIF
MASTER MENU FILE	MMF
MASTER MENU RE-CAP	MMR
OBLIGATION ESTIMATE	OEF
OTHER FEEDING HEADCOUNT 2969	OHC

Figure 4.3-1. TISA Files List.

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TISA FILES (CONT)		
<u>FILE NAME</u>		<u>ABBREVIATION</u>
OTHER ISSUES 2969		OIS
PRICE TABLE.....		PRC
PRIME VENDOR DELIVERY SCHEDULE.....		PVDS
PRIME VENDOR MASTER ITEM		PVMIF
PRIME VENDOR ORDERS		PVO
PRIME VENDOR REVERSALS		PVR
PRIME VENDOR SOURCE CODE.....		PVSC
PRIME VENDOR SPECIAL ISSUE		PVSI
PRIME VENDOR UNIQUES.....		PVU
RECEIPTS CONTROL FILE		RCF
RECEIPTS HEADER		RCH
REPORT CONTROL LOG		RCL
MASTER ITEM FILE REFERENCE		REF
REIMBURSABLE HEADCOUNT 2969		RHC
RECIPE HEADER		RHF
RECIPE HEADER TEMP		RHFTEMP
RECIPE INSTRUCTION		RIF
RECIPE INGREDIENT VIEW		RIN
RECIPE INGREDIET		RIN2
REIMBURSABLE ISSUES/SALES ACCOUNT		RISA
REIMBURSABLE SPECIAL FOOD ALLOWANCE		RSFA
SOURCE CODE CHANGE.....		SCC
SPECIAL FOOD ALLOWANCE		SFA
STARFIARS INTERFACE		SIF
TISA DATA ELEMENTS		SYSNAMES
TRAILER 3161		T3161
TRANSACTION INPUT (FROM DFO)		TIN
TRANSACTION OUTPUT (TO DFO)		TOT
TRANSACTION REGISTER		TRF
VENDOR INFORMATION		VIF
VENDOR ORDER		VOF
VOUCHER REGISTER GENERAL CONTROL		VRGC

Figure 4.3-2. TISA Files List (Continued).

4.3.3 Daily Procedures. The End of Day Batch process (generated by the SA) must be run on a daily basis. This completes the interactive processing for the day, performs file updates, receives data from on-line DFOs, and creates output transactions for TISA, DFOs, STANFINS, and DSCP.

4.4 Related Processing. NA.

4.5 Data Backup. The SA performs data backups for TISA.

SECTION 5. STOCK ACCOUNTING FUNCTION

5.1 Stock Accounting Function.

a. Use the Stock Accounting function to requisition, receipt for, transfer, and issue subsistence supplies. It interfaces with the Defense Supply Center Philadelphia (DSCP), dining facilities, and STANFINS. This function contains eight subfunctions and two exit options:

- (1) Direct Vendor Delivery (para 5.2).
- (2) Document History (para 5.3).
- (3) Requisitions (para 5.4).
- (4) Receipts (para 5.5).
- (5) Issues (para 5.6).
- (6) Blanket Purchase Agreement (para 5.7).
- (7) Reversal/Adjustment (para 5.8).
- (8) Transfers (para 5.9).

NOTE: Several of the processes in the Stock Accounting Section are no longer used or are used in limited capacity on a case-by-case basis at TISAs with STORES NT (DVD processes, Requisition processes, Receipt processes, Issue processes, Blanket Purchase Agreement processes, and Reversal/Adjustment processes). For STORES processing, see section 12 of this manual.

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b. To review the processes in Stock Accounting, select S from the TISA Command Menu (fig. 5.1-1).

TISA: Stock Financial Main Query & Rpts PhysInvy Loc'n BatchTISA eXit		
Enter 'S' for Stock Accounting Module		
DATE: 04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU	AJK-600
OPTION CODE	RING MENU SELECTION OPTIONS	
S	STOCK ACCOUNTING	
F	FINANCIAL ACCOUNTING	
M	FILES MAINTENANCE	
Q	REPORTS AND INQUIRIES	
P	PHYSICAL INVENTORY	
L	STORAGE LOCATION	
B	TISA BATCH PROCESSES	
X	SIGN OFF TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 5.1-1. TISA Command Menu Screen (AJK-600).

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c. The Stock Accounting Command Menu (fig. 5.1-2) is displayed.

STOCK ACCOUNTING: A B C D E F G H R X			
DVD command options			
DATE 24 JUL 92		STOCK ACCOUNTING COMMAND MENU	
AJK-610			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	DIRECT VENDOR DELIVERY	F -	BLANKET PURCHASE AGREEMENT
B -	DOCUMENT HISTORY	G -	REVERSAL/ADJUSTMENT
C -	REQUISITIONS	H -	TRANSFERS
D -	RECEIPTS	R -	RETURN TO TISA COMMAND MENU
E -	ISSUES	X -	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.1-2. Stock Accounting Command Menu Screen (AJK-610).

5.2 Direct Vendor Delivery Subfunction.

a. Use the Direct Vendor Delivery (DVD) subfunction to create requirement, obligation, and closing estimates. Use it to order, receipt, and account for DVD items delivered to customers and to the warehouse. You can run the DVD processes throughout the accounting month and the DVD Requirements Estimate process as needed.

- (1) Daily DVD Requirements (para 5.2.1).
- (2) Review and Adjust Customer Orders (para 5.2.2).
- (3) Create Customer and Vendor Orders (para 5.2.3).
- (4) Review Vendor Orders (para 5.2.4).
- (5) DVD Receipts and Issues (para 5.2.5).
- (6) Adjust Receipted Customer Orders (para 5.2.6).
- (7) Unreceipted Order Inquiry (para 5.2.8).
- (8) Initial DVD Obligation Estimate (para 5.2.9).
- (9) Review and Adjust DVD Obligation Estimate (para 5.2.10).
- (10) DVD Closing Obligation Estimate (end of month) (para 5.2.11).
- (11) DVD Requirements Estimate (para 5.2.12).

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b. To review the DVD processes, select A from the Stock Accounting Command Menu. The Direct Vendor Delivery Command Menu (fig. 5.2-1) is displayed.

DVD: A B C D E F N R X			
DAILY DVD REQUIREMENTS			
DATE: 10 APR 92		AJK-611	
DIRECT VENDOR DELIVERY COMMAND MENU			
OPTION	DESCRIPTION	OPTION	DESCRIPTION
CODE		CODE	
A -	DAILY DVD REQUIREMENTS	N -	NEXT SCREEN OF DVD PROCESSES
B -	REVIEW/ADJUST CUSTOMER ORDERS	R -	RETURN TO STOCK ACCOUNTING
C -	CREATE CUSTOMER AND VENDOR ORDERS		COMMAND MENU
D -	REVIEW VENDOR ORDERS	X -	EXIT FROM TISA PROCESSING
E -	DVD RECEIPTS AND ISSUES		
F -	ADJUST RECEIPTED CUSTOMER ORDERS		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.2-1. Direct Vendor Delivery Command Menu Screen (AJK-611).

c. The Direct Vendor Delivery Command Menu displays DVD processes. Use A thru F to process DVD requirements information. Use N to review the next screen of DVD processes (fig. 5.2-56). Use R to return to the TISA Stock Accounting Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

5.2.1 Daily DVD Requirements Process. Use this process to create daily DVD requirements for off-line customers, or for on-line customers that fail to enter requirements through the system on time.

5.2.1.1 Processing Restrictions. You must run the Initial DVD Obligation Estimate and DVD Requirements Estimate processes before you can create a daily DVD requirement.

5.2.1.2 Processing Materials. The Customer Information File Report (PCN AJK-CIF) and the Vendor Information File Report (PCN AJK-VIF) give you customer and vendor information. You must contact the SA to get copies of these reports.

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5.2.1.3 Daily DVD Requirements Screen AJK-736. To begin processing daily DVD requirements, select A from the Direct Vendor Delivery Command Menu. The Daily DVD Requirements Screen (fig. 5.2-2) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: 15 APR 92	DAILY DVD REQUIREMENTS	AJK-736
TO ESTABLISH A CUSTOMER REQUIREMENT, ENTER THE DVD DATA IN THE SPACES PROVIDED:		
CUSTOMER ID:YDF015		
REQUIRED DELIVERY DATE: 29 APR 92 DD MMM YY		
AND DVD CATEGORY: B		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc> Enter: B(Bakery), C(Beverages) or D(Dairy) and depress <ENTER>		

Figure 5.2-2. Daily DVD Requirements Screen (AJK-736).

- a. Enter a customer identification (ID) code and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.
- b. Enter the required delivery date (RDD) and press [ENTER]. The cursor moves to the DVD CATEGORY field.
- c. Enter a DVD category code (category codes are displayed at the bottom of your screen) and press [ESC]. The Daily DVD Requirements Screen AJK-737 is displayed.

NOTE: To interrupt processing throughout the Daily DVD Requirements process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.1.9 for processing instructions.

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NOTE: When you create requirements for a charge sales customer, two messages are displayed: **THIS IS A CHARGE SALE CUSTOMER**; then, **A DOCUMENT NUMBER HAS NOT BEEN ENTERED FOR THIS CUSTOMER AND RDD**. The cursor moves to the DOCUMENT NUMBER field. The first six positions of the document number are displayed. Complete the document number and press [ESC].

5.2.1.4 Daily DVD Requirements Screen AJK-737. Use this screen (fig. 5.2-3) to enter required quantities for the category of DVD items you choose. The customer ID, name, RDD, and DVD category are displayed. An NSN/MCN, item name, unit of issue, and standard price are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the QUANTITY REQUIRED field for the first item.

DATE: 15 APR 92		DAILY DVD REQUIREMENTS		AJK-737																																														
CUSTOMER ID: YDF015		REQUIRED DELIVERY DATE: WED 29 APR 92																																																
CUSTOMER NAME: STUDENT BATTLION		DVD CATEGORY: BAKERY																																																
<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">NSN/MCN</th><th style="text-align: left;">ITEM NAME</th><th style="text-align: left;">U/I</th><th style="text-align: right;">STANDARD PRICE</th><th style="text-align: right;">QUANTITY REQUIRED</th></tr></thead><tbody><tr><td>8920-00-T53-5783</td><td>BREAD RYE 16 OZ</td><td>LF</td><td style="text-align: right;">\$ 0.80</td><td style="text-align: right;">50</td></tr><tr><td>8920-00-T53-5776</td><td>BREAD WHITE 16 OZ</td><td>LF</td><td style="text-align: right;">0.45</td><td style="text-align: right;">25</td></tr><tr><td>8920-00-T53-5776</td><td>BREAD WHITE 24 OZ</td><td>LF</td><td style="text-align: right;">0.59</td><td style="text-align: right;">10</td></tr><tr><td>8920-00-T53-5777</td><td>BREAD WHOLE WHEAT 16 OZ</td><td>LF</td><td style="text-align: right;">0.75</td><td style="text-align: right;">12</td></tr><tr><td>8920-00-T53-5780</td><td>BREAD WHOLE WHEAT 24 OZ</td><td>LF</td><td style="text-align: right;">1.08</td><td style="text-align: right;">12</td></tr><tr><td>8920-00-F16-0056</td><td>DONUT, MIXED</td><td>EA</td><td style="text-align: right;">0.25</td><td style="text-align: right;">10</td></tr><tr><td>8920-00-T16-0055</td><td>DONUTS CREAM/JELLY FILL</td><td>DZ</td><td style="text-align: right;">1.71</td><td style="text-align: right;">5</td></tr><tr><td>8920-00-T16-0054</td><td>DONUTS GLAZED</td><td>DZ</td><td style="text-align: right;">1.35</td><td style="text-align: right;">0</td></tr></tbody></table>						NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	8920-00-T53-5783	BREAD RYE 16 OZ	LF	\$ 0.80	50	8920-00-T53-5776	BREAD WHITE 16 OZ	LF	0.45	25	8920-00-T53-5776	BREAD WHITE 24 OZ	LF	0.59	10	8920-00-T53-5777	BREAD WHOLE WHEAT 16 OZ	LF	0.75	12	8920-00-T53-5780	BREAD WHOLE WHEAT 24 OZ	LF	1.08	12	8920-00-F16-0056	DONUT, MIXED	EA	0.25	10	8920-00-T16-0055	DONUTS CREAM/JELLY FILL	DZ	1.71	5	8920-00-T16-0054	DONUTS GLAZED	DZ	1.35	0
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED																																														
8920-00-T53-5783	BREAD RYE 16 OZ	LF	\$ 0.80	50																																														
8920-00-T53-5776	BREAD WHITE 16 OZ	LF	0.45	25																																														
8920-00-T53-5776	BREAD WHITE 24 OZ	LF	0.59	10																																														
8920-00-T53-5777	BREAD WHOLE WHEAT 16 OZ	LF	0.75	12																																														
8920-00-T53-5780	BREAD WHOLE WHEAT 24 OZ	LF	1.08	12																																														
8920-00-F16-0056	DONUT, MIXED	EA	0.25	10																																														
8920-00-T16-0055	DONUTS CREAM/JELLY FILL	DZ	1.71	5																																														
8920-00-T16-0054	DONUTS GLAZED	DZ	1.35	0																																														
ENTER THE QUANTITY REQUIRED WITHIN THE SPACE PROVIDED AND DEPRESS <ENTER> AFTER COMPLETING ALL DESIRED QUANTITY ENTRIES, DEPRESS <Esc>																																																		

Figure 5.2-3. Daily DVD Requirements Screen (AJK-737).

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- a. Enter a quantity and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] to move the cursor through the items by line.
- c. Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c until you choose all the items you want to order.
- e. When you finish your entries, press [ESC]. The Screen AJK-737 Options Ring Menu is displayed.

5.2.1.5 Screen AJK-737 Options Ring Menu. Use this ring menu (fig. 5.2-4) to adjust quantities, continue processing, save, or discard your entries and return to the Direct Vendor Delivery Command Menu.

SCREEN AJK-737 OPTIONS: READJUST CONTINUE SAVE & RETURN DISCARD & RETURN
Re-adjust these requirements on Screen AJK-737

Figure 5.2-4. Screen AJK-737 Options Ring Menu.

- a. Select READJUST and the Daily DVD Requirements Screen AJK-737 is redisplayed with your entries. You can adjust quantities or enter quantities for items not chosen before.
- b. Select CONTINUE and the Daily DVD Requirements Screen AJK-738 is displayed with only the items you order.
- c. Select SAVE & RETURN and the items you order are written to a file as an incomplete requirement. Then, the Direct Vendor Delivery Command Menu is displayed.
- d. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. Your order is not saved.

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5.2.1.6 Daily DVD Requirements Screen AJK-738. Use this screen (fig. 5.2-5) to review and adjust the quantities you select in creating a customer requirement. The customer ID, name, RDD, and DVD Category are displayed. An NSN/MCN, item name, unit of issue, standard price, and quantity are displayed for each item. Six items can be displayed at a time. The cursor is positioned in the QUANTITY REQUIRED field for the first item.

DATE: 15 APR 92		DAILY DVD REQUIREMENTS		AJK-738	
CUSTOMER ID: YDF015		REQUIRED DELIVERY DATE:		WED 29 APR 92	
CUSTOMER NAME: STUDENT BATTLION		DVD CATEGORY:		BAKERY	
NSN/MCN	ITEM NAME	U/I	STANDRD PRICE	QUANTITY REQUIRED	EXTENDED PRICE
8920-00-T53-5773	BREAD ITALIAN 16 OZ	LF	\$ 0.70	24	\$ 16.80
8920-00-T53-5783	BREAD RYE 16 OZ	LF	0.80	50	40.00
8920-00-753-5776	BREAD WHITE 16 OZ	LF	0.45	25	11.25
8920-00-T53-5776	BREAD WHITE 24 OZ	LF	0.59	10	5.90
8920-00-T53-5777	BREAD WHOLE WHEAT 16 OZ	LF	0.75	12	9.00
8920-00-T53-5780	BREAD WHOLE WHEAT 24 OZ	LF	1.08	12	12.96
GRAND TOTAL EXTENDED PRICE					\$ 106.96
ADJUST REQUIREMENTS BY KEYING OVER EXISTING QUANTITIES AND DEPRESS <ENTER>					
AFTER COMPLETING ALL DESIRED QUANTITY ADJUSTMENTS, DEPRESS <Esc>					

Figure 5.2-5. Daily DVD Requirements Screen (AJK-738).

- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next field.
- b. Use the [RETURN] or ARROW keys to scroll forward and back through the list.
- c. Use the [F3] key to page forward and the [F4] key to page back.
- d. When you finish your entries, press [ESC]. The Screen AJK-738 Options Ring Menu (fig. 5.2-6) is displayed.

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5.2.1.7 Screen AJK-738 Options Ring Menu. Use this ring menu (fig. 5.2-6) to commit the items as a customer requirement, save them to a file, or discard the list and return to the Direct Vendor Delivery Command Menu.

SCREEN AJK-738 OPTIONS: WRITE SAVE & RETURN DISCARD & RETURN Write requirements from entered line item quantities.

Figure 5.2-6. Screen AJK-738 Options Ring Menu.

- a. Select WRITE and all items with a value in the QUANTITY REQUIRED field are written to a file as a customer requirement. Then, the End of Process Options Ring Menu is displayed.
- b. Select SAVE & RETURN and all items with a value in the QUANTITY REQUIRED field are written to a file as an incomplete requirement. Then, the Direct Vendor Delivery Command Menu is displayed.
- c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. The order is not saved.

5.2.1.8 End of Process Options Ring Menu. Use this ring menu (fig. 5.2-7) to create another customer requirement or return to the Direct Vendor Delivery Command Menu.

END OF PROCESS OPTIONS: CREATE RETURN Create Another Daily DVD Requirement
--

Figure 5.2-7. End of Process Options Ring Menu.

- a. Select CREATE and the Daily DVD Requirements Screen AJK-736 is displayed. You can process requirements for another customer.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.1.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-8) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE STARTOVER RETURN X-Exit Ignore interrupt and continue normal processing on this screen.

Figure 5.2-8. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select STARTOVER and the Daily DVD Requirements Screen AJK-736 is displayed. You can enter information for the same customer or for a new one.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed. The order is not saved.
- d. Select X-Exit and the system login screen is displayed.

5.2.1.10 Outputs. No reports are printed during this process.

5.2.2 Review/Adjust Customer Orders Process. Use this process to review and adjust customer DVD orders that have been written to a file.

5.2.2.1 Processing Restrictions. This process can be run after the Daily DVD Requirements process or the Create Customer and Vendor Orders process. If run after the Daily DVD Requirements process, the customer DVD requirements can be reviewed and adjusted. If run after the Create Customer and Vendor Orders process, the customer DVD requirements can only be reviewed.

5.2.2.2 Processing Materials. Use the Customer Information File Report (PCN AJK-CIF) to get the customer information you need.

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5.2.2.3 Review and Adjust Customer Orders Screen AJK-771. To review and adjust customer orders, select B from the Direct Vendor Delivery Command Menu. The Review and Adjust Customer Orders Screen (fig. 5.2-9) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: 10 APR 92	REVIEW AND ADJUST CUSTOMER ORDERS	AJK-771
TO REVIEW AND/OR ADJUST A CUSTOMER REQUIREMENT/ORDER, ENTER THE DVD DATA IN THE SPACES PROVIDED:		
CUSTOMER ID: YDF002		
REQUIRED DELIVERY DATE: 18 APR 92 DD MMM YY		
DVD CATEGORY: D		
TO ACKNOWLEDGE COMPLETE DATA ENTRY, DEPRESS <Esc>		

Figure 5.2-9. Review and Adjust Customer Orders Screen (AJK-771).

- Enter a customer ID code and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.
- Enter the RDD and press [ENTER]. The cursor moves to the DVD CATEGORY field.
- Enter the category code (category codes are listed at the bottom of the screen) and press [ESC]. The following message is displayed: **Do you have authority to change this online Customer's requirement? (y,n).**

OR

- Press [ENTER] until the cursor moves back to the CUSTOMER ID field. You can re-enter data for this customer or enter data for a new one.

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(1) Enter Y and press [ESC]. The Review and Adjust Customer Order Screen AJK-772 (fig. 5.2-10) is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Do you wish to review Customer Requirements? (y,n).**

(a) Enter N and press [ESC]. The Review and Adjust Customer Orders Screen AJK-771 is redisplayed. You can re-enter data for the same customer or a new customer.

OR

(b) Enter Y and press [ESC]. The Review Customer Orders Screen AJK-773 is displayed. See paragraph 5.2.2.5 for processing instructions.

NOTE: To interrupt processing throughout the Review and Adjust Customer Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.2.7 for processing instructions.
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5.2.2.4 Review and Adjust Customer Orders Screen AJK-772. Use this screen (fig. 5.2-10) to adjust DVD items for a customer requirement and specific RDD. The customer name and ID, delivery location, DVD category, and RDD are displayed. An NSN/MCN, item name, unit of issue, standard price, quantity required, and vendor order status are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the QUANTITY REQUIRED field for the first item.

DATE: 10 APR 92		REVIEW AND ADJUST CUSTOMER ORDERS			AJK-772	
CUSTOMER NAME: 266TH QM BN ACTIVE ARMY				CUSTOMER ID: YDF002		
DELIVERY LOCATION: P3700		DVD CATEGORY: DAIRY		RDD: WED 18 APR 92		
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	VENDOR ORDER PLACED	
8910-00-T03-5368	ICE CREAM FUDGESICLE	DZ	\$ 2.52	0	NO	
8910-00-T22-1139	MILK CHOC LOWFAT 5 GAL	GL	1.86	15	YES	
8910-00-T24-9044	I C CUPS VANILLA 4 OZ	DZ	2.40	0	NO	
8910-00-T24-9045	I C CUPS CHOC/STRAW 4 OZ	DZ	2.40	0	NO	
8910-00-T26-3406	CHEESE COTTAGE 5 LB	PG	4.55	4	YES	
8910-00-T26-4019	MILK BUTTERMILK 1/2 PT	CO	0.12	12	YES	
8910-00-T39-5775	ICE MILK MIX VAN 1/2 GAL	CO	1.48	12	YES	
8910-00-T43-5359	ICE CREAM POPSICLE	DZ	1.80	0	NO	
DEPRESS <Esc> WHEN DATA ENTRY IS COMPLETE						

Figure 5.2-10. Review and Adjust Customer Orders Screen (AJK-772).

a. To adjust order quantities, enter a new one over the old (except for those items where YES is displayed in the VENDOR ORDER PLACED column) and press [ENTER]. The cursor moves to the next item.

OR

b. Press [ENTER] to move the cursor to another item you want to order.

c. Use the [F3] key to page forward and the [F4] key to page back.

d. When you finish your entries, press [ESC]. The following message is displayed: **Do you wish to confirm Customer Requirements changes? (y,n).**

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(1) Enter Y and press [ESC]. The database files are updated and the Review Customer Orders Screen AJK-773 is displayed with only items ordered.

OR

(2) Enter N and press [ESC]. The data is saved to a file and the Review Customer Orders Screen AJK-773 is displayed with only items ordered.

5.2.2.5 Review Customer Orders Screen AJK-773. Use this screen (fig. 5.2-11) to review DVD items for a customer order when you have an incomplete requirement or miss an RDD. The customer name and ID, delivery location, DVD category, and RDD are displayed. An NSN/MCN, item name, unit of issue, quantity required, and extended price are displayed for each item. Seven items can be displayed at a time. The cursor is positioned in the NSN/MCN field.

AFTER REVIEWING RECORDS, DEPRESS <Esc>						
DATE: 10 APR 92		REVIEW CUSTOMER ORDERS			AJK-773	
CUSTOMER NAME: 266TH QM BN ACTIVE ARMY				CUSTOMER ID: YDF002		
DELIVERY LOCATION: P3700		DVD CATEGORY: DAIRY		RDD: WED 18 APR 92		
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	EXTENDED PRICE	
8910-00-T03-5368	ICE CREAM FUDGESICLE	DZ	\$ 1.70	6	\$ 10.20	
8910-00-T24-9044	I C CUPS VALILLA 4 OZ	DZ	2.05	6	12.30	
8910-00-T24-9045	I C CUPS CHOC/STRAW 4 OZ	DZ	2.05	6	12.30	
8910-00-T43-5359	ICE CREAM POPSICLE	DZ	1.45	6	8.70	
8910-00-T43-5368	ICE CREAM BARS	DZ	1.94	6	11.64	
8910-00-T43-5385	ICE CREAM CONES	DZ	2.63	6	15.78	
8910-00-T43-5444	ICE CREAM SANDWICH	DZ	2.05	12	24.60	
GRAND TOTAL:					\$95.52	

Figure 5.2-11. Review Customer Orders Screen (AJK-773).

- a. You can review the customer requirements by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. An Options Ring Menu is displayed.

5.2.2.6 Options Ring Menu. This ring menu (fig. 5.2-12) is displayed after you finish reviewing customer orders on Screen AJK-773. You can make more adjustments, restart the process, return to the Direct Vendor Delivery Command Menu, or exit processing.

OPTIONS: Adjust-Again View-Another Return eXit
Re-adjust this Customer Order

Figure 5.2-12. Options Ring Menu.

- a. Select Adjust-Again and the Review and Adjust Customer Orders Screen AJK-772 is displayed. You can adjust your customer order again.
- b. Select View-Another and the Review and Adjust Customer Orders Screen AJK-771 is displayed. You can review another order.
- c. Select Return and the Direct Vendor Delivery Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.2.2.7 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-13) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START-OVER RETURN eXit
Ignore interrupt and continue normal processing on this screen.

Figure 5.2-13. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START-OVER and the Review and Adjust Customer Orders Screen AJK-771 is displayed.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.2.2.8 Outputs. No reports are printed during this process.

5.2.3 Create Customer and Vendor Orders Process. Use this process to create customer and vendor DVD orders and to print a copy of the requirements for them.

5.2.3.1 Processing Restrictions. Run this process after the Initial DVD Obligation Estimate and Daily DVD Requirements processes are complete.

5.2.3.2 Processing Materials. Use the Customer Information File Report (PCN AJK-CIF) and the Vendor Information File Report (PCN AJK-VIF) to get the customer and vendor information you need.

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5.2.3.3 Create DVD Customer and Vendor Orders Data Entry Screen AJK-739. To create customer and vendor orders, select C from the Direct Vendor Delivery Command Menu. The Create DVD Customer and Vendor Orders Data Entry Screen (fig. 5.2-14) is displayed. The cursor is positioned in the REQUIRED DELIVERY DATE field.

DATE: 15 APR 92	CREATE CUSTOMER AND VENDOR ORDERS	AJK-739
TO CREATE DVD CUSTOMER AND VENDOR ORDERS, ENTER THE DVD DATA:		
REQUIRED DELIVERY DATE: 29 APR 92 DD MMM YY		
DVD CATEGORY: B ENTER B FOR BAKERY, D FOR DAIRY, C FOR BEVERAGE		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		

Figure 5.2-14. Create DVD Customer and Vendor Orders Data Entry Screen (AJK-739).

a. Enter an RDD and press [ENTER]. The cursor moves to the DVD CATEGORY field. Category codes are displayed at the bottom of the screen.

NOTE: The required delivery date must be greater than or equal to the current date. Orders must be placed far enough in advance to satisfy the vendor's lead time requirements for the category you select.

b. Enter the DVD category and press [ENTER] until the cursor moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.

OR

c. Press [ESC] to continue processing.

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(1) If complete requirements are not found for all DVD customers, the Create Customer and Vendor Orders Screen AJK-739 is displayed with those customers listed at the bottom of the screen. See paragraph 5.2.3.4 for processing instructions.

(2) If complete requirements are found, the information is gathered for these requirements and is displayed on the Create Customer and Vendor Orders - Vendor Recap Screen AJK-740. See paragraph 5.2.3.5 for processing instructions.

NOTE: To interrupt processing throughout the Create Customer and Vendor Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.3.9 for processing instructions.

5.2.3.4 Create Customer and Vendor Orders Screen AJK-739. Use this screen (fig. 5.2-15) to verify whether or not all DVD requirements are in the system before creating vendor orders. The cursor is positioned in the CUSTOMER column for the first customer.

DATE: 15 APR 92	CREATE CUSTOMER AND VENDOR ORDERS	AJK-739
TO CREATE DVD CUSTOMER AND VENDOR ORDERS, ENTER THE DVD DATA:		
REQUIRED DELIVERY DATE: 29 APR 92 DD MMM YY		
DVD CATEGORY: B ENTER B FOR BAKERY, D FOR DAIRY, C FOR BEVERAGE		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		
COMPLETED REQUIREMENTS NOT FOUND FOR:		
CUSTOMER	POINT OF CONTACT	PHONE
275TH QM BN ACTIVE ARMY	EMILY KELLY	732-6511
244TH QM BN ACTIVE ARMY	JAMES JACKSON	734-3127
266TH QM BN ACTIVE ARMY	UNAVAILABLE	734-5811
266TH QM BN ACTIVE ARMY	PEGGY STEINER	734-5811
TO PROCEED WITH VENDOR ORDERS, ENTER A 'C' [C] AND DEPRESS <Esc>		
TO ENTER ANOTHER RDD/DVD CATEGORY, DEPRESS <Esc> WITH NO ENTRY		

Figure 5.2-15. Create Customer and Vendor Orders Screen (AJK-739) - Completed Customer Requirement Information

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- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The CONFIRM OPTION field is displayed.
 - (1) Enter C to confirm and press [ESC]. The Create Customer and Vendor Orders - Vendor Order Recap Screen AJK-740 is displayed.

OR

- (2) Press [ESC] with no entry and the Create DVD Customer and Vendor Orders Data Entry Screen AJK-739 (fig. 5.2-14) is displayed. You can create another customer and vendor order.

5.2.3.5 Create Customer and Vendor Orders - Vendor Order Recap Screen AJK-740. Use this screen (fig. 5.2-16) to review the vendor order for the RDD and category you enter on Screen AJK-739. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW OF DISPLAYED DATA IS COMPLETE, DEPRESS <Esc>				
DATE: 15 APR 92		CREATE CUSTOMER AND VENDOR ORDERS		AJK-740
VENDOR ORDER RECAP				
CONTRACT NO: DLA13H-90-D-V083		RDD: WED 29 APR 92		
VENDOR NAME: INTERSTATE BRANDS - MERITA		VENDOR ID: MB1289		
ITEM NAME	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE
BREAD WHITE 16 OZ	LF	\$ 0.3500	132	46.20
ROLLS HAMBURGER 12PG	PG	0.6250	425	265.63
ROLLS HOT DOG 12 PK	PG	0.6200	225	139.50
ROLL SUBMARINE 6 PK	PG	0.7000	215	150.50
BREAD ITALIAN 16 OZ	LF	0.6000	250	150.00
ROLLS PARKERHOUSE 24 PK	PG	0.8100	150	121.50
BREAD WHITE 24 OZ	LF	0.5100	360	183.60
BREAD WHOLE WHEAT 24 OZ	LF	0.9900	130	128.70
VENDOR ORDER GRAND TOTAL EXTENDED PRICE				\$1,565.55

Figure 5.2-16. Create Customer and Vendor Orders - Vendor Order Recap Screen (AJK-740).

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- a. This screen displays the contract number, RDD, vendor name, vendor ID code, item name, unit of issue, contract price, order quantity, extended price, and grand total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC]. The Order Options Ring Menu is displayed.

5.2.3.6 Order Options Ring Menu. Use this ring menu (fig. 5.2-17) to write the vendor order to a file or discard it.

ORDER OPTIONS:	ESTABLISH VENDOR ORDER	DISCARD VENDOR ORDER
LOCK Customer Requirements; PRINT the Customer and Vendor Order Documents		

Figure 5.2-17. Order Options Ring Menu.

a. Select **ESTABLISH VENDOR ORDER** and a series of messages is displayed while the customer requirement is written to a file. If the obligation estimate is exceeded for these items, the DVD Extract of Items Exceeding the Obligation Estimate Report (PCN AJK-ZS1) is printed. Then, the Options Ring Menu (fig. 5.2-19) is displayed.

OR

b. Select **DISCARD VENDOR ORDER** to continue processing. The Create Customer and Vendor Orders Screen AJK-739 (fig. 5.2-14) is displayed.

- (1) When you have more vendor orders to create for this RDD and category, the More Orders to View Ring Menu (fig. 5.2-18) is displayed.
- (2) When all vendor orders are reviewed and processed, the Options Ring Menu is displayed.

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5.2.3.7 More Orders to View Ring Menu. Use this ring menu (fig. 5.2-18) to view the next vendor order, establish a new RDD/category, or return to the Direct Vendor Delivery Command Menu.

MORE ORDERS TO VIEW:	VIEW NEXT	NEW RDD/CATEGORY	RETURN
Enter a new RDD and category			

Figure 5.2-18. More Orders to View Ring Menu.

- a. Select VIEW NEXT and the Create Customer and Vendor Orders - Vendor Order Recap Screen AJK-740 is displayed for the next order.
- b. Select NEW RDD/CATEGORY and the Create Customer and Vendor Orders Data Entry Screen AJK-739 (fig. 5.2-14) is displayed. You can enter a new RDD and category.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.3.8 Options Ring Menu. This ring menu (fig. 5.2-19) is displayed when you complete the Create Customer and Vendor Order process.

OPTIONS:	PROCESS AGAIN	RETURN
ENTER ANOTHER RDD/DVD CATEGORY TO CREATE CUSTOMER & VENDOR ORDERS		

Figure 5.2-19. Options Ring Menu.

- a. Select PROCESS AGAIN and the Create Customer and Vendor Orders Data Entry Screen AJK-739 is displayed. You can process another RDD and DVD category.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.3.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-20) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN X-EXIT Ignore interrupt and continue normal processing on this screen.
--

Figure 5.2-20. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Create Customer and Vendor Orders Data Entry Screen AJK-739 (fig. 5.2-14) is displayed. You can restart this process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select X-EXIT and the system login screen is displayed.

5.2.3.10 Outputs.

a. The Direct Vendor Delivery Vendor Order Recap Report (PCN AJK-ZR1) and the Direct Vendor Delivery Customer Order Report (PCN AJK-ZR2) are printed during this process. The DVD Extract of Items Exceeding the Obligation Estimate Report (PCN AJK-Z51) can be printed. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92

DEST: Oct 94

5.2.4 Review Vendor Orders Process. Use this process to choose which vendor orders you want to review, and what review combination you want to use.

5.2.4.1 Processing Restrictions. You must run the Create Customer and Vendor Order process before you start this one.

5.2.4.2 Processing Materials. The Vendor Information File Report (PCN AJK-VIF) gives you the necessary vendor information.

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5.2.4.3 Review Vendor Orders-Review Types Screen AJK-765. To review vendor orders, select D from the Direct Vendor Delivery Command Menu. The Review Vendor Orders-Review Types Screen (fig. 5.2-21) is displayed.

REVIEW TYPES: A-VENDOR B-RDD C-CATEGORY D-VENDOR/RDD E-RDD/CAT R-RETURN			
Review Undelivered Vendor Orders by Vendor ID			
DATE: 10 APR 92		REVIEW VENDOR ORDERS AJK-765	
REVIEW TYPES			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A	- REVIEW BY VENDOR ID	R	- RETURN TO DVD COMMAND MENU
B	- REVIEW BY REQUIRED DELIVERY DATE		
C	- REVIEW BY DVD CATEGORY		
D	- REVIEW BY VENDOR ID AND REQUIRED DELIVERY DATE		
E	- REVIEW BY REQUIRED DELIVERY DATE AND DVD CATEGORY		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.2-21. Review Vendor Orders - Review Types Screen (AJK-765).

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5.2.4.3.1 Review by Vendor ID Option. Select A to display the Review Vendor Orders Screen (fig. 5.2-22). The cursor is positioned in the ENTER THE VENDOR ID field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<p>ENTER THE VENDOR ID: MM1289</p> <p>WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc></p> <p>Enter the 6-position Vendor ID of the Vendor whose order(s) you wish to review</p>		

Figure 5.2-22. Review Vendor Orders Screen (AJK-769) - Review by Vendor ID.

a. Enter a vendor ID code and press [ESC].

(1) If unreceipted orders exist for the vendor you enter, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 (fig. 5.2-23) is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED ORDERS FOR THIS VENDOR.** Then, the cursor moves back to the start of the ENTER THE VENDOR ID field.

OR

b. Press [ENTER] to move the cursor back to the beginning of that field. You can correct your entries.

NOTE: To interrupt processing throughout the Review Vendor Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.4.4 for processing instructions.

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5.2.4.3.2 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-23) to review unreceipted vendor orders for the Vendor ID option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V032		VENDOR ID: MM1289			
VENDOR NAME: MARVA MAID DAIRY		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
CHEESE COTTAGE 5 LB	PG	\$ 4.5500	70	\$ 318.50	
CREAM LIGHT WHIP 1/2 PT	CO	0.7000	235	164.50	
CREAM SOUR 1/2 PT	CO	0.4700	360	169.20	
ICE MILK MIX CHOC 1/2 GAL	CO	1.5300	65	99.45	
ICE MILK MIX VAN 1/2 GAL	CO	1.4800	65	96.20	
MILK BUTTERMILK 1/2 PT	CO	0.1200	700	84.00	
MILK CHOC 1/2 PT	CO	0.1410	170	23.97	
MILK CHOC 5 GAL	GL	1.9400	35	67.90	
MILK CHOC LOFAT 1/2 PT	CO	0.1335	700	93.45	
VENDOR ORDER TOTAL EXTENDED PRICE				\$2,215.70	

Figure 5.2-23. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by Vendor ID.

- a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC].

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(1) If more vendor orders are found, the More Orders Ring Menu is displayed.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.3 More Orders Ring Menu. Use this ring menu (fig. 5.2-24) to view the next undelivered order, process another vendor, or return to the Direct Vendor Delivery Command Menu.

MORE ORDERS: NEXT VENDOR ORDER PROCESS ANOTHER RETURN
View the next undelivered Vendor Order

Figure 5.2-24. More Orders Ring Menu.

- a. Select NEXT VENDOR ORDER, and the next unreceipted order is displayed on the Review Vendor Orders - Vendor Order Recap Screen AJK-770 (fig. 5.2-23).
- b. Select PROCESS ANOTHER, and the Review Vendor Orders - Review Types Screen AJK-765 is displayed. You can select a new type of review.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.4.3.4 Options Ring Menu. Use this ring menu (fig. 5.2-25) to process another review type or return to the Direct Vendor Delivery Command Menu.

OPTIONS: PROCESS ANOTHER RETURN
Execute this review process again

Figure 5.2-25. Options Ring Menu.

- a. Select PROCESS ANOTHER, and the Review Vendor Orders - Review Types Screen AJK-765 is displayed. You can select a new type of review.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

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5.2.4.3.5 Review by Required Delivery Date Option. Select B to display the Review Vendor Orders Screen (fig. 5.2-26). The cursor is positioned in the ENTER REQUIRED DELIVERY DATE field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<div style="display: flex; justify-content: space-between; margin-top: 100px;"><div>ENTER THE REQUIRED DELIVERY DATE</div><div>10 APR 92 DD MMM YY</div></div> <div style="text-align: center; margin-top: 100px;">WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc></div> <div>Enter the required delivery date of the vendor order(s) you wish to review</div>		

Figure 5.2-26. Review Vendor Orders Screen (AJK-769) - Review by Required Delivery Date.

a. Enter the required delivery date and press [ESC].

(1) If unreceipted orders exist for this RDD, the Review Vendor Orders -Vendor Order Recap Screen AJK-770 (fig. 5.2-27) is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED VENDOR ORDERS FOR THIS RDD**. Then, the cursor moves back to the start of the ENTER THE REQUIRED DELIVERY DATE field.

OR

b. Press [ENTER] to move the cursor back to the beginning of that field. You can correct your entries.

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5.2.4.3.6 Review Vendor Orders - Vendor Order Recap Screen AJK- 770. Use this screen (fig. 5.2-27) to review unreceipted vendor orders for the Required Delivery Date option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V077		VENDOR ID: KK1289			
VENDOR NAME: KRISPY KREME DOUGHNUTS		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
DONUTS CREAM/JELLY FILL	DZ	\$ 1.5125	24	\$ 36.30	
DONUTS GLAZED	DZ	1.1700	24	28.08	
DONUTS PLAIN	DZ	1.3000	20	26.00	
PIE FRUIT FILL ASSTD 4 OZ	EA	0.2700	45	12.15	
VENDOR ORDER TOTAL EXTENDED PRICE				\$102.53	

Figure 5.2-27. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Required Delivery Date Option.

- a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC].

(1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.7 Review by DVD Category Option. Select C to display the Review Vendor Orders Screen (fig. 5.2-28). The cursor is positioned in the ENTER THE DVD CATEGORY field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<div style="display: flex; justify-content: space-around; align-items: center;"><div>ENTER THE DVD CATEGORY</div><div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;">B</div></div>		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		
Enter B for Bakery, D for Dairy or C for Beverages		

Figure 5.2-28. Review Vendor Orders Screen (AJK-769) - Review by DVD Category.

a. Enter a DVD category code (category codes are displayed at the bottom of your screen) and press [ESC].

(1) If unreceipted orders exist for this DVD category, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 (fig. 5.2-29) is displayed.

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(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED VENDOR ORDERS FOR THIS DVD CATEGORY CODE**. Then, the cursor moves back to the start of the ENTER THE DVD CATEGORY CODE field.

OR

b. Press [ENTER] to move the cursor back to the beginning of that field. You can correct your entries.

5.2.4.3.8 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-29) to review unreceipted vendor orders for the DVD category option. The cursor is positioned in the ITEM NAME field.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V077		VENDOR ID: KK1289			
VENDOR NAME: KRISPY KREME DOUGHNUTS		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
DONUTS CREAM/JELLY FILL	DZ	\$ 1.5125	24	\$	36.30
DONUTS GLAZED	DZ	1.1700	24		28.08
DONUTS PLAIN	DZ	1.3000	20		26.00
PIE FRUIT FILL ASSTD 4 OZ	EA	0.2700	45		12.15
VENDOR ORDER TOTAL EXTENDED PRICE					\$102.53

Figure 5.2-29. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by DVD Category.

a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit price, contract price, quantity ordered, extended price, and total extended price.

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b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC].

(1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.9 Review by Vendor ID and Required Delivery Date Option. Select D to display the Review Vendor Orders Screen (fig. 5.2-30). The cursor is positioned in the ENTER THE REQUIRED DELIVERY DATE field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
ENTER THE REQUIRED DELIVERY DATE	10 APR 92	
	DD MMM YY	
ENTER THE VENDOR ID:	MM1289	
WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>		

Figure 5.2-30. Review Vendor Orders Screen (AJK-769) - Review by Vendor ID and Required Delivery Date.

- a. Enter the RDD and press [ENTER]. The cursor moves to the ENTER VENDOR ID field.
- b. Enter a vendor ID code and press [ESC].

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(1) If unreceipted orders exist, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED ORDERS FOR THIS RDD AND VENDOR.** Then, the cursor moves back to the start of the ENTER THE REQUIRED DELIVERY DATE field.

OR

c. Press [ENTER] to move the cursor back to the ENTER THE REQUIRED DELIVERY DATE field. You can correct your entries.

5.2.4.3.10 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-31) to review unreceipted vendor orders for the RDD and Vendor ID option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>					
DATE: 10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP			AJK-770
CONTRACT NO: DLA13H-90-D-V032		VENDOR ID: MM1289			
VENDOR NAME: MARVA MAID DAIRY		RDD: TUE 10 APR 92			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE	
CHEESE COTTAGE 5 LB	PG	\$ 4.5500	70	\$	318.50
CREAM LIGHT WHIP 1/2 PT	CO	0.7000	235		164.50
CREAM SOUR 1/2 PT	CO	0.4700	360		169.20
ICE MILK MIX CHOC 1/2 GAL	CO	1.5300	65		99.45
ICE MILK MIX VAN 1/2 GAL	CO	1.4800	65		96.20
MILK BUTTERMILK 1/2 PT	CO	0.1200	700		84.00
MILK CHOC 1/2 PT	CO	0.1410	170		23.97
MILK CHOC 5 GAL	GL	1.9400	35		67.90
MILK CHOC LOFAT 1/2 PT	CO	0.1335	700		93.45
VENDOR ORDER TOTAL EXTENDED PRICE					\$2,215.70

Figure 5.2-31. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by RDD and Vendor ID.

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a. This screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.

b. You can review this screen by using the following keys:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC].

(1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.

(2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.3.11 Review by Required Delivery Date and DVD Category Option. Select E to display the Review Vendor Orders Screen (fig. 5.2-32). The cursor is positioned in the ENTER THE REQUIRED DELIVERY DATE field.

DATE: 10 APR 92	REVIEW VENDOR ORDERS	AJK-769
<div style="text-align: center; margin-top: 40px;">ENTER THE REQUIRED DELIVERY DATE 10 APR 92 DD MMM YY</div> <div style="text-align: center; margin-top: 40px;">ENTER THE DVD CATEGORY: B</div> <div style="text-align: center; margin-top: 40px;">WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc></div>		

Figure 5.2-32. Review Vendor Orders Screen (AJK-769) - Review by Required Delivery Date and DVD Category.

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a. Enter the RDD and press [ENTER]. The cursor moves to the ENTER THE DVD CATEGORY field.

b. Enter a DVD category code and press [ESC].

(1) If unreceipted orders exist for the RDD and DVD category you enter, the Review Vendor Orders - Vendor Order Recap Screen AJK-770 is displayed.

(2) If there are no unreceipted orders, a message is displayed: **THERE ARE NO UNDELIVERED VENDOR ORDERS FOR THIS RDD & DVD CATEGORY**. Then, the cursor moves back to the ENTER THE REQUIRED DELIVERY DATE field. You can correct your entries.

OR

c. Press [ENTER] to move the cursor back to the ENTER THE REQUIRED DELIVERY DATE field. You can correct your entries.

5.2.4.3.12 Review Vendor Orders - Vendor Order Recap Screen AJK-770. Use this screen (fig. 5.2-33) to review unreceipted vendor orders for the RDD and DVD category option. The cursor is positioned in the ITEM NAME field for the first item.

WHEN REVIEW IS COMPLETE, DEPRESS <Esc>				
DATE:10 APR 92		REVIEW VENDOR ORDERS - VENDOR ORDER RECAP		AJK-770
CONTRACT NO: DLA13H-90-D-V077		VENDOR ID: KK1289		
VENDOR NAME: KRISPY KREME DOUGHNUTS		RDD TUE 10 APR 92		
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	EXTENDED PRICE
DONUTS CREAM/JELLY FILL	DZ	\$ 1.5125	24	\$ 36.30
DONUTS GLAZED	DZ	1.1700	24	28.08
DONUTS PLAIN	DZ	1.3000	20	26.00
PIE FRUIT FILL ASSTD 4 OZ	EA	0.2700	45	12.15
VENDOR ORDER TOTAL EXTENDED PRICE				\$102.53

Figure 5.2-33. Review Vendor Orders - Vendor Order Recap Screen (AJK-770) - Review by RDD and DVD Category.

- a. The screen displays the contract number, vendor ID code, vendor name, RDD, item name, unit of issue, contract price, quantity ordered, extended price, and total extended price.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC].
 - (1) If more vendor orders are found, the More Orders Ring Menu is displayed. See paragraph 5.2.4.3.3 for processing instructions.
 - (2) If no vendor orders are found, an Options Ring Menu is displayed. See paragraph 5.2.4.3.4 for processing instructions.

5.2.4.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-34) to continue processing, restart the process, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE RESTART DISCARD & RETURN EXIT Ignore interrupt and continue normal processing on this screen
--

Figure 5.2-34. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select RESTART and you can begin this process again.
- c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.2.4.5 Outputs. No reports are printed during this process.

5.2.5 DVD Receipts and Issues Process. Use this process to receipt for items delivered to the warehouse for issue to off-line customers, as well as for items when no daily requirements are created (missed DVD requirements). When you process DVD issues for on-line customers, transactions are created for the dining facility account card and the inventory. This data is passed to the DFO during end-of-day batch processing.

5.2.5.1 Processing Restrictions. None.

5.2.5.2 Processing Materials. None.

5.2.5.3 Receipts and Issues Screen AJK-741. To process DVD receipts and issues, select E from the Direct Vendor Delivery Command Menu. The Receipts and Issues Screen is displayed. Use this screen (fig. 5.2-35) to enter data to receipt for a DVD customer and vendor order. The cursor is positioned in the REQUIRED DELIVERY DATE field.

DATE: 11 APR 92	RECEIPTS AND ISSUES	AJK-741
<p>TO PROCESS RECEIPTS OR CREATE A RECEIPTED ORDER, ENTER THE DVD DATA IN THE SPACES PROVIDED:</p> <p>REQUIRED DELIVERY DATE: 3 APR 92 DD MMM YY</p> <p>VENDOR ID: MB1289</p> <p>CUSTOMER ID: YDF004</p> <p>WHEN DATA ENTRY IS COMPLETED DEPRESS <Esc></p> <p>Enter the Customer Id and depress <ENTER></p>		

Figure 5.2-35. Receipts and Issues Screen (AJK-741).

- a. Enter an RDD (RDD cannot be greater than current date) and press [ENTER]. The cursor moves to the VENDOR ID field.
- b. Enter the vendor ID code and press [ENTER]. The cursor moves to the CUSTOMER ID field.

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c. Enter the customer ID code and press [ESC].

OR

d. Press [ENTER] until cursor moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.

(1) When you have to create a customer receipt, a message is displayed: **ENTER A 'Y' TO CONFIRM THE CREATION OF A CUSTOMER RECEIPT ** FAILING TO DO SO WILL RESULT IN THE REDISPLAYING OF THE CURRENT SCREEN **** Enter Y to create the receipt. The Create Customer Receipt Ring Menu is displayed. See paragraph 5.2.5.12 for processing instructions.

NOTE: When you are creating a customer receipt and the vendor has been receipted for, the following message is displayed: **DO YOU WISH TO REVERSE THIS VENDOR RECEIPT? (Y OR N)**. You can choose to reverse the vendor receipt and continue processing by entering Y. See paragraph 5.2.5.12 for processing instructions.

OR

(2) When a customer order is on file, the Receipts and Issues Screen AJK-742 is displayed. See paragraph 5.2.5.4 for processing instructions.

(3) If you don't want to create the customer receipt, press [ESC] with no entry. A series of messages is displayed and the cursor moves back to the REQUIRED DELIVERY DATE field. You can restart the process.

NOTE: To interrupt processing throughout the DVD Receipts and Issues process, press [DELETE]. The Process Interrupt Ring is displayed. See paragraph 5.2.5.15 for processing instructions.

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5.2.5.4 Receipts and Issues Screen AJK-742. Use this screen (fig. 5.2-36) to adjust the receipt quantity or zero items from the order. The customer ID code and name, delivery location, RDD, vendor ID code, and name are displayed. The item name, unit of issue, standard price, quantity required, quantity received, and extended price are displayed for each item. When you create a customer order, zeroes are displayed in the QUANTITY REQUIRED field. The cursor is positioned in the QUANTITY RECEIVED field for the first item.

DATE: 11 APR 92		RECEIPTS AND ISSUES			AJK-742	
CUSTOMER ID: YDF004		CUSTOMER NAME: 266TH QM BN ACTIVE ARMY				
DELIVERY LOCATION: P3024		RDD: TUE 03 APR 92				
VENDOR ID: MB1289		VENDOR NAME: INTERSTATE BRANDS - MERITA				
ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	QUANTITY RECEIVED	EXTENDED PRICE	
BREAD ITALIAN 16 OZ	LF	\$.60	10	10	\$ 6.00	
BREAD RYE 16 OZ	LF	.70	100	100	70.00	
BREAD WHITE 16 OZ	LF	.35	800	800	280.00	
BREAD WHITE 24 OZ	LF	.51	100	100	51.00	
ENGLISH MUFFINS 12 OZ	PG	.66	15	15	9.90	
ROLLS B&S 12 PK	PG	.44	15	15	6.60	
RECEIVED GRAND TOTAL EXTENDED PRICE:					\$494.60	
TO DELETE, ZERO OUT QUANTITY RECIEVED; TO CHANGE, KEY OVER QUANTITY VALUES.						
WHEN ENTRIES ARE COMPLETE DEPRESS <Esc>						

Figure 5.2-36. Receipts and Issues Screen (AJK-742) - Receipt Quantity Screen.

- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The extended price is adjusted and the cursor moves to the next item.
- b. Use the [ENTER] or ARROW keys to scroll forward and back through the list.

NOTE: When you enter zero to delete an item for a customer, the quantity is reduced on the Receipts and Issues - Vendor Order Recap Screen AJK-744 (fig. 5.2-45).

- c. Use the [F3] key to page forward and the [F4] key to page back.

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d. When you finish your entries, press [ESC]. The Receipt Customer Order Ring Menu is displayed. See paragraph 5.2.5.5 for processing instructions.

OR

e. Different messages can be displayed at the bottom of Screen AJK-742 depending on the ring menu options you select. When the confirm message is displayed, follow the steps listed below:

(1) Enter Y to confirm and press [ESC]. Another Receipt Customer Order Ring Menu is displayed. See paragraph 5.2.5.9 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the first item. You can correct your entries.

5.2.5.5 Receipt Customer Order Ring Menu. Use this ring menu (fig. 5.2-37) to review and adjust or add items to a customer order.

RECEIPT CUSTOMER ORDER: REVIEW/ADJUST ADD ITEMS
REVIEW/ADJUST QUANTITIES FOR THIS RECEIPT

Figure 5.2-37. Receipt Customer Order Ring Menu.

a. Select REVIEW/ADJUST and the Receipts and Issues Screen AJK-742 is displayed. You can adjust quantities received. See paragraph 5.2.5.4 for processing instructions.

b. Select ADD ITEMS and the Add Items Ring Menu is displayed. You can add items not included on the original order.

5.2.5.6 Add Items Ring Menu. Use this ring menu (fig. 5.2-38) to review the items, enter new items, or cancel the addition of items.

ADD ITEMS: VIEW ITEMS ENTER ITEMS CANCEL
Choose from among all items authorized for delivery by Vendor entered

Figure 5.2-38. Add Items Ring Menu.

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- a. Select VIEW ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-783 is displayed. See paragraph 5.2.5.7 for processing instructions.
- b. Select ENTER ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-743 is displayed. See paragraph 5.2.5.8 for processing instructions.
- c. Select CANCEL and the Receipts and Issues Screen AJK-742 is displayed. You can review and adjust quantities received. See paragraph 5.2.5.4 for processing instructions.

5.2.5.7 Receipts and Issues - Add Items to Received Customer Screen AJK-783. Use this screen (fig. 5.2-39) to view and enter receipt quantities for items not originally ordered. The customer ID code and name, delivery location, RDD, vendor ID code, and name are displayed. An NSN/MCN, item name, unit of issue, and standard price are displayed for each item. A data entry field is displayed for the quantity received. The cursor is positioned in the QUANTITY RECEIVED field for the first item.

DATE: 11 APR 92		RECEIPTS AND ISSUES		AJK-783	
ADD ITEMS TO RECEIVED CUSTOMER					
CUSTOMER ID: YDF004		CUSTOMER NAME: 266TH QM BN ACTIVE ARMY			
DELIVERY LOCATION: P3024		RDD: TUE 10 APR 92			
VENDOR ID: MB1289		VENDOR NAME: INTERSTATE BRANDS - MERITA			
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY RECEIVED	
8920-00-T53-5770	ROLL SUBMARINE 6 PK	PG	\$ 0.70	20	
8920-00-T53-6172	ROLLS B&S 12 PK	PG	0.44	20	
8920-00-T53-5768	ROLLS HAMBURGER 12 PG	PG	0.63	20	
8920-00-T53-5769	ROLLS HOT DOG 12 PK	PG	0.62	20	
8920-00-T53-5775	ROLLS PARKERHOUSE 24 PK	PG	0.81	20	
TO CONFIRM ABOVE ENTRIES ENTER 'Y' AND DEPRESS <Esc>					
TO DISREGARD ABOVE ENTRIES, ENTER 'N' AND DEPRESS <Esc>					
Y					

Figure 5.2-39. Receipts and Issues - Add Items to Received Customer Screen (AJK-783).

- a. To add an item, enter a quantity and press [ENTER]. The cursor moves to the next item.
- b. Use [ENTER] or ARROW keys to scroll forward and back through the list.
- c. Use the [F3] key to page forward and the [F4] key to page back.

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d. When you finish your entries, press [ESC]. The ADD ITEMS MESSAGE is displayed.

(1) Enter Y to add items and press [ESC]. The Receipts and Issues Screen AJK-742 is displayed. See paragraph 5.2.5.4 for processing instructions.

OR

(2) Enter N and press [ESC]. The Receipts and Issues Screen AJK-741 is displayed. You can restart the process.

5.2.5.8 Receipts and Issues - Add Items to Received Customer Screen AJK-743. Use this screen (fig. 5.2-40) to enter TIINs and receipt quantities for items not included on the customer's original order. The cursor is positioned in the TIIN field.

DATE: 11 APR 92		RECEIPTS AND ISSUES		AJK-743	
ADD ITEMS TO RECEIVED CUSTOMER					
CUSTOMER ID: YDF004		CUSTOMER NAME: 266TH QM BN ACTIVE ARMY			
DELIVERY LOCATION: P3204		RDD: TUES 3 APR 92			
VENDOR ID: KK1290		VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION			
TIIN	QUANTITY RECEIVED	ITEM NAME	U/I	STANDARD PRICE	
T16-0055	50	DONUTS CREAM/JELLY FILL	DZ	\$	1.71
T16-0057	25	DONUTS PLAIN	DZ		1.49
ENTER/ADJUST TIIN AND CORRESPONDING QUANTITY RECEIVED AFTER ALL TIIN QUANTITY RECEIVED ENTRIES HAVE BEEN MADE, DEPRESS <Esc>					

Figure 5.2-40. Receipts and Issues - Add Items to Received Customer Screen (AJK-743).

a. Enter a TIIN and press [ENTER]. The item name, unit of issue, and standard price are displayed. Then, the cursor moves to the QUANTITY RECEIVED field.

b. Enter the receipt quantity and press [ENTER]. The cursor moves to the next TIIN field.

c. Repeat steps a and b until you finish adding items.

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d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter Y to confirm and press [ESC]. The Receipts and Issues Screen AJK-742 is displayed. See paragraph 5.2.5.4 for processing instructions.

OR

(2) Enter N and press [ESC]. The Receipts and Issues Screen AJK-741 or 742 is displayed. You can restart or continue processing.

5.2.5.9 Receipt Customer Order Ring Menu. Use this ring menu (fig. 5.2-41) to write a customer receipt or add items to a receipt.

RECEIPT CUSTOMER ORDER: WRITE RECEIPT ADD ITEMS
WRITE CUSTOMER RECEIPT DATA TO FILES

Figure 5.2-41. Receipt Customer Order Ring Menu.

a. Select WRITE RECEIPT and the customer's receipt is written to the database file. Then, the Receipt Vendor Order Ring Menu is displayed.

(1) If there are no unreceipted customer orders for the RDD and vendor ID, the View Vendor Order Ring Menu is displayed. See paragraph 5.2.5.11 for processing instructions.

(2) If there is an unreceipted order for the RDD and vendor ID, the Receipts and Issues Screen AJK-741 is displayed. You can process another receipt.

b. Select ADD ITEMS and the Add Item Ring Menu is displayed. See paragraph 5.2.5.6 for processing instructions.

5.2.5.10 Receipt Vendor Order Ring Menu. Use this ring menu (fig. 5.2-42) to receipt for the vendor order, return to the Receipts and Issues Screen AJK-741, or return to the Direct Vendor Delivery Command Menu.

RECEIPT VENDOR ORDER: YES NO RETURN
RECEIPT THE VENDOR ORDER

Figure 5.2-42. Receipt Vendor Order Ring Menu.

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- a. Select YES and the Receipts and Issues - Vendor Order Recap Screen AJK-744 is displayed. See paragraph 5.2.5.13 for processing instructions.
- b. Select NO and the Receipts and Issues Screen AJK-741 is displayed.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.5.11 View Vendor Order Ring Menu. Use this ring menu (fig. 5.2-43) to review a vendor order, restart the process, or return to the Direct Vendor Delivery Command Menu.

VIEW VENDOR ORDER: YES NO RETURN
VIEW THE VENDOR ORDER RECAP

Figure 5.2-43. View Vendor Order Ring Menu.

- a. Select YES and the Receipts and Issues - Vendor Order Recap Screen AJK-744 is displayed.
- b. Select NO and the Receipts and Issues Screen AJK-741 is displayed. You can process another receipt.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.5.12 Create Customer Receipt Ring Menu. Use this ring menu (fig. 5.2-44) to view items selected for receipt, enter new items, or cancel the customer order.

CREATE CUSTOMER RECEIPT: VIEW ITEMS ENTER ITEMS CANCEL
Choose from amount all items authorized for delivery by Vendor entered

Figure 5.2-44. Create Customer Receipt Ring Menu.

- a. Select VIEW ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-783 is displayed. See paragraph 5.2.5.7 for processing instructions.
- b. Select ENTER ITEMS and the Receipts and Issues - Add Items to Received Customer Screen AJK-743 is displayed. See paragraph 5.2.5.8 for processing instructions.
- c. Select CANCEL and the Receipts and Issues Screen AJK-741 is displayed.

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5.2.5.13 Receipts and Issues - Vendor Order Recap Screen AJK-744. Use this screen (fig. 5.2-45) to review a recap of the vendor's order. The cursor is positioned in the ITEM NAME field for the first item.

DATE: 11 APR 92		RECEIPTS AND ISSUES			AJK-744
		VENDOR ORDER RECAP			
INSTALLATION: TISA					
CONTRACT NO: DLA13H-90-D-V083		RDD: TUE 03 APR 92			
VENDOR NAME: INTERSTATE BRANDS - MERITA		VENDOR ID: MB1289			
ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	QUANTITY RECEIVED	EXTENDED PRICE
BREAD ITALIAN 16 OZ	LF	\$.6000	10	10	\$ 6.00
BREAD RYE 16 OZ	LF	.7000	100	100	70.00
BREAD WHITE 16 OZ	LF	.3500	800	800	280.00
BREAD WHITE 24 OZ	LF	.5100	100	100	51.00
ENGLISH MUFFINS 12 OZ	PG	.6600	15	15	9.90
ROLLS B&S 12 PK	PG	.4400	15	15	6.60
ROLLS HAMBURGER 12 PG	PG	.6250	100	100	62.50
RECEIVED GRAND TOTAL EXTENDED PRICE:					\$494.10
DO YOU WANT TO RECEIPT THIS VENDOR (Y OR N)? WHEN FINISHED PRESS ESCAPE					
Y					

Figure 5.2-45. Receipts and Issues - Vendor Order Recap Screen (AJK-744).

a. This screen displays the installation, RDD, contract number, vendor ID code, vendor name, item name, unit of issue, contract price, quantity ordered, quantity received, extended price, and grand total extended price.

b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

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c. When you finish your review, press [ESC]. The message: **DO YOU WANT TO RECEIPT THIS VENDOR (Y or N)?** is displayed.

(1) Enter Y and press [ESC]. A series of messages is displayed and the vendor order is confirmed. Then, the Terminate Process Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. The message: **THE VENDOR WAS NOT RECEIPTED** is displayed. Then, the Terminate Process Ring Menu is displayed.

5.2.5.14 Terminate Process Ring Menu. Use this ring menu (fig. 5.2-46) to stop processing after you view the Vendor's Recap Screen AJK-744 or return to the Direct Vendor Delivery Command Menu.

TERMINATE PROCESS: YES NO
TERMINATE THE DVD RECEIPTS & ISSUES PROCESS-RETURN TO DVD COMMAND MENU

Figure 5.2-46. Terminate Process Ring Menu.

- a. Select YES and the Direct Vendor Delivery Command Menu is displayed.
- b. Select NO and the Receipts and Issues Screen AJK-741 is displayed. You can process another receipt.

5.2.5.15 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-47) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE STARTOVER RETURN X-EXIT
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-47. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select STARTOVER and the Receipts and Issues Screen AJK-741 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed. The receipt is not processed.
- d. Select X-EXIT and the system login screen is displayed.

5.2.5.16 Outputs. No reports are printed during this process.

5.2.6 Adjust Receipted Customer Orders Process. Use this process to adjust a receipted customer order, after the DVD Receipts and Issues process is completed, or when errors are discovered after the delivery is made.

5.2.6.1 Processing Restrictions. This process can be run after the Create Customer and Vendor Orders process, but must be run before the DVD Closing Obligation Estimate process.

5.2.6.2 Processing Materials. The Customer Information File Report (PCN AJK-CIF) and the Vendor Information File Report (PCN AJK-VIF) give you the customer and vendor information. Use the signed delivery tickets from a customer to adjust an order.

5.2.6.3 Adjust Receipted Customer Orders Warning Screen. To begin the Adjust Receipted Customer Orders process, select F from the Direct Vendor Delivery Command Menu. The Adjust Receipted Customer Orders Warning Screen (fig. 5.2-48) is displayed.

```

# # #      ##      #####      #      #      ###      #      #      #####      ###      ###
# # #      # #      #      #      ##      #      #      ##      #      #      ###      ###
# # #      #      #      #      #      #      #      #      #      #      #      ###      ###
# # #      #      #      #####      #      #      #      #      #      #      #      #      #
# # #      #####      #      #      #      #      #      #      #      #      #      #
# # #      #      #      #      #      #      #      #      #      #      #      #      #
## ##      #      #      #      #      ##      ###      #      ##      #####      ###      ###

#####
#      THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES      #
#      IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT      #
#      THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE      #
#      TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS      #
#      PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.      #
#      PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM.      #
#####
  OPTION      OPTION DESCRIPTION
    1          CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
    2          CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

          ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

          OPTION:

```

Figure 5.2-48. Adjust Receipted Customer Orders Warning Screen.

a. This process locks database tables and causes other processes being run at the same time to abort. Check with other TISA operators before you start.

b. Select one of the following options and press [ENTER]:

(1) Select 1 and the Adjust Receipted Customer Orders Screen AJK-786 (fig. 5.2-49) is displayed.

(2) Select 2 and processing ends. The Direct Vendor Delivery Command Menu is displayed.

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5.2.6.4 Adjust Receipted Customer Orders Screen AJK-786. Use this screen (fig. 5.2-49) to enter data for the receipted customer order you want to review and adjust. The cursor is positioned in the CUSTOMER ID field.

```
[
DATE:  [11 APR 92]          ADJUST RECEIPTED CUSTOMER ORDERS          AJK-786

                                CUSTOMER ID:[YDF004]

        REQUIRED DELIVERY DATE:  [ 3] [APR] [92]
                                DD   MMM   YY

                                VENDOR ID   :[MB1289]

                                [          ] [          ]

                                [ ] WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc> ]

                                                                [ ] ]
```

Figure 5.2-49. Adjust Receipted Customer Orders Screen (AJK-786).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.
- b. Enter the date of the receipt and press [ENTER]. The cursor moves to the VENDOR ID field.

NOTE: To adjust a receipted customer order, the RDD must be less than or equal to the present date.

- c. Enter a vendor ID code and press [ESC]. The Adjust Receipted Customer Orders Screen AJK-787 is displayed.

OR

- d. Press [ENTER] until the cursor moves back to the CUSTOMER ID field. You can correct your entries.

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NOTE: To interrupt processing throughout the Adjust Receipted Customer Orders process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.6.10.

5.2.6.5 Adjust Receipted Customer Orders Screen AJK-787. Use this screen (fig. 5.2-50) to review and adjust the reported quantities received by a customer. The customer name and ID code, vendor name and ID code, and RDD are displayed. The NSN/MCN, item name, unit of issue, standard price, and reported quantity received are displayed. A data entry field is displayed for the correct quantity received. The cursor is positioned in the CORRECT QUANTITY RECEIVED field for the first item. Nine items can be displayed at a time.

```

ENTER THE CORRECT QUANTITY RECEIVED IF THE REPORTED QUANTITY IS NOT CORRECT
  WHEN DATA ENTRY IS COMPLETE, DEPRESS <Esc>
[
DATE:  [11 APR 92]          ADJUST RECEIPTED CUSTOMER ORDERS          AJK-787

CUSTOMER NAME:  [266TH QM BN ACTIVE ARMY ]          CUSTOMER ID:  [YDF004]
VENDOR NAME:   [INTERSTATE BRANDS - MERITA          VENDOR ID:   [MB1289]
RDD  :[TUE] [03 APR 92
[          ]          ]

                                REPORTED    CORRECT
                                QUANTITY    QUANTITY
                                RECEIVED    RECEIVED
                                RECEIVED    RECEIVED

      NSN/MCN      ITEM NAME      U/I      PRICE      RECEIVED      RECEIVED

[8920-00-T53-5773] [BREAD ITALIAN 16 OZ      ][LF]  $[  0.60][  10] [  12]
[8920-00-T53-5758] [BREAD RYE 16 OZ      ][LF]  [  0.70][ 100] [    ]
[8920-00-T53-5776] [BREAD WHITE 16 OZ      ][LF]  [  0.35][  800] [    ]
[8920-00-T53-5776] [BREAD WHITE 24 OZ      ][LF]  [  0.51][  100] [    ]
[8920-00-T93-4172] [ENGLISH MUFFINS 12 OZ      ][PG]  [  0.66][  15] [    ]
[8920-00-T53-6172] [ROLLS B&S 12 PK      ][PG]  [  0.44][  15] [    ]
[8920-00-T53-6172] [ROLLS HAMBURGER 12 PK      ][PG]  [  0.63][ 100] [    ]
[8920-00-T53-5775] [ROLLS PARKERHOUSE 24 PK      ][PG]  [  0.81][  10] [    ]
[          ] [          ] [  ] [    ] [    ] [    ]
[          ] [          ] [  ] [    ] [    ] [    ]

```

Figure 5.2-50. Adjust Receipted Customer Orders Screen (AJK-787).

- a. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- b. You can review and adjust the receipt by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

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- c. Repeat steps a and b until you adjust all the items you want.
 - d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.
- (1) Enter Y to confirm and press [ESC]. The Adjust Received Customer Orders - Add Items to Receipted Order Screen AJK-785 is displayed.

OR

(2) Press [ESC] with no entry and the Options Ring Menu is displayed. See paragraph 5.2.6.7 for processing instructions.

5.2.6.6 Adjust Received Customer Orders - Add Items to Receipted Order Screen AJK-785.
Use this screen (fig. 5.2-51) to enter the TIINs and quantities for items you want to add to a customer order. The cursor is positioned in the TIIN field for the first item.

DEPRESS <Esc> WHEN DATA ENTRY IS COMPLETE					
[
DATE: [11 APR 92]		ADJUST RECEIPTED CUSTOMER ORDERS		AJK-785	
ADD ITEMS TO RECEIPTED ORDER					
CUSTOMER NAME: [266TH QM BN ACTIVE ARMY]			CUSTOMER ID: [YDF004]		
VENDOR NAME [INTERSTATE BRANDS - MERITA]			VENDOR ID: [MB1289]		
RDD: [TUE] [03 APR 92]					
[] []					
TIIN	QUANTITY RECEIVED	ITEM NAME	U/I	STANDARD PRICE	
[T16-0056]	[24]	[DONUT MIXED	[] [EA]	\$[0.25]	
[T16-0057□]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[]	[]	[]	[] []	[]	
[] [] []					
ENTER THE TIIN FOR A PROPER DVD ITEM AND DEPRESS <ENTER>					
VALIDATING TIIN ENTRY -- PLEASE WAIT					

Figure 5.2-51. Adjust Received Customer Orders - Add Items to Receipted Order Screen (AJK-785).

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- a. Enter a TIIN and press [ENTER]. The item name, unit of issue, and standard price are displayed. The cursor moves to the QUANTITY RECEIVED field.
- b. Enter the receipt quantity and press [ENTER]. The cursor moves to the next line.
- c. Repeat steps a and b until you add all the items you want.
- d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter Y to confirm and press [ESC]. The Adjust Receipted Orders Screen AJK-787 is displayed with new items at the end of the order. You can adjust your quantities again if necessary.

OR

(2) Press [ESC] with no entry. The Adjust Receipted Customer Orders Screen AJK-787 is displayed with the original items only. You can adjust your quantities again if necessary.

- e. Repeat steps b thru d to continue processing.

5.2.6.7 Options Ring Menu. This ring menu (fig. 5.2-52) is displayed when you adjust receipt quantities but do not confirm the entries.

OPTIONS: RE-ADJUST CONTINUE DISCARD & RETURN
Work done to this point is discard

Figure 5.2-52. Options Ring Menu.

- a. Select RE-ADJUST and the Adjust Receipted Customer Orders Screen AJK-787 is displayed. See paragraph 5.2.6.5 for processing instructions.

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b. Select CONTINUE and the customer order grand total dollar amount is displayed on the Adjust Receipted Customer Orders Screen AJK-788 (fig. 5.2-53).

c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. No adjustments are made.

5.2.6.8 Adjust Receipted Customer Orders Screen AJK-788. Use this screen (fig. 5.2-53) to review a customer's receipted order. The cursor is positioned in the NSN/MCN field for the first item.

[]
DATE: [11 APR 92]		ADJUST RECEIPTED CUSTOMER ORDERS				AJK-788	
CUSTOMER NAME: [266TH QM BN ACTIVE ARMY]					CUSTOMER ID: [YDF004]		
VENDOR NAME:[INTERSTATE BRANDS - MERITA]					VENDOR ID: [MB1289]		
RDD:[TUE] [03 APR 92][][]							
NSN/MCN	ITEM NAME	U/I	STANDARD PRICE	QUANTITY RECEIVED	EXTENDED PRICE		
[8920-00-T53-5773]	[BREAD ITALIAN 16 OZ] [LF]	[\$[0.60]	[10]	[6.00]		
[8920-00-T53-5758]	[BREAD RYE 16 OZ] [LF]	[0.70]	[10]	[7.00]		
[8920-00-753-5776]	[BREAD WHITE 16 OZ] [LF]	[0.35]	[50]	[17.50]		
[8920-00-T53-5776]	[BREAD WHITE 24 OZ] [LF]	[0.51]	[5]	[2.25]		
[8920-00-T53-4172]	[ENGLISH MUFFINS 12 OZ] [PG]	[0.66]	[10]	[6.60]		
[8920-00-T53-6172]	[ROLLS B&S 12 PK] [PG]	[0.44]	[50]	[22.00]		
[8920-00-T53-6173]	[ROLLS HAMBURGER 12 PK] [PG]	[0.63]	[20]	[12.60]		
CUSTOMER ORDER GRAND TOTAL					[\$73.95]	

Figure 5.2-53. Adjust Receipted Customer Orders Screen (AJK-788).

a. This screen displays the customer name, customer ID code, vendor name, vendor ID code, RDD, NSN/MCN, item name, unit of issue, standard price, quantity received, extended price, and grand total dollar value.

b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC]. The End of Process Ring Menu is displayed.

5.2.6.9 End of Process Ring Menu. Use this ring menu (fig. 5.2-54) to continue processing or return to the Direct Vendor Delivery Command Menu.

END OF PROCESS: NEW CUSTOMER RETURN Adjust another Receipted Customer Order

Figure 5.2-54. End of Process Ring Menu.

a. Select NEW CUSTOMER and the Adjust Receipted Customer Orders Screen AJK-786 is displayed.

b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.6.10 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-55) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE RESTART DISCARD & RETURN EXIT Ignore interrupt and continue normal processing on this screen
--

Figure 5.2-55. Process Interrupt Ring Menu.

a. Select CONTINUE and you can continue processing on the same screen.

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- b. Select RESTART and the Adjust Receipted Customer Orders Screen AJK-786 is displayed. You can begin this process again.
- c. Select DISCARD & RETURN and the Direct Vendor Delivery Command Menu is displayed. The order is not adjusted.
- d. Select EXIT and the system login screen is displayed.

5.2.6.11 Outputs. No reports are printed during this process.

5.2.7 Direct Vendor Delivery Command Menu Screen AJK-612.

- a. Use this screen (fig. 5.2-56) to select the remaining Direct Vendor Delivery processes. Use options G thru K to process DVD information. Use P to return to the previous Direct Vendor Delivery Command Menu. Use R to return to the Stock Accounting Command Menu and X to exit processing.
- b. To review the remaining DVD processes, select N from the Direct Vendor Delivery Command Menu Screen AJK-611. The Direct Vendor Delivery Command Menu Screen AJK-612 is displayed.

DVD: G H I J K P R X			
UNRECEIPTED ORDER INQUIRY			
DATE: 10 APR 92		DIRECT VENDOR DELIVERY COMMAND MENU (CONT'D)	
AJK-612			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
G -	UNRECEIPTED ORDER INQUIRY	P -	PREVIOUS SCREEN OF DVD PROCESSES
H -	INITIAL DVD OBLIGATION ESTIMATE	R -	RETURN TO STOCK ACCOUNTING COMMAND MENU
I -	REVIEW/ADJUST DVD OBLIGATION ESTIMATE	X -	EXIT FROM TISA PROCESSING
J -	CLOSING DVD OBLIGATION ESTIMATE		
K -	DVD REQUIREMENTS ESTIMATE		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.2-56. Direct Vendor Delivery Command Menu Screen (AJK-612).

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5.2.8 Unreceipted Order Inquiry Process. Use this process to query an unreceipted customer order by RDD, RDD and vendor ID, or RDD and DVD category.

5.2.8.1 Processing Restrictions. None.

5.2.8.2 Processing Materials. The Vendor Information File Report (PCN AJK-VIF) gives you vendor information.

5.2.8.3 Direct Vendor Delivery - Unreceipted Order Inquiry Screen AJK-809. To review unreceipted orders, select G from the Direct Vendor Delivery Command Menu. The Direct Vendor Delivery - Unreceipted Order Inquiry Screen (fig. 5.2-57) is displayed. Use this screen to enter the RDD, RDD and vendor ID, or RDD and DVD category. The RDD is a required entry for all inquiries. The cursor is positioned in the ENTER THE REQUIRED DELIVERY DATE field.

DATE: 11 APR 92	DIRECT VENDOR DELIVERY	AJK-809
UNRECEIPTED ORDER		
TO INQUIRE BY RDD:		
ENTER THE REQUIRED DELIVERY DATE: 10 APR 92		
(REQUIRED ENTRY) DD MMM YY		
TO INQUIRE BY RDD AND VENDOR:		
ENTER THE VENDOR ID:		
- OR -		
TO INQUIRE BY RDD AND DVD CATEGORY:		
ENTER THE DVD CATEGORY: B□		
TO ACKNOWLEDGE COMPLETE DATA ENTRY, DEPRESS <ESC>		
Enter the DVD Category: B for Bakery, D for Dairy, C for Beverages		

Figure 5.2-57. Direct Vendor Delivery Unreceipted Order Screen (AJK-809).

a. To review an unreceipted order by required delivery date, enter the RDD and press [ESC]. The Unreceipted Order Inquiry Screen AJK-810 is displayed. See paragraph 5.2.8.4 for processing instructions.

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b. To review an unreceipted order by required delivery date and vendor ID, use the following steps:

(1) Enter the RDD and press [ENTER]. The cursor moves to the ENTER THE VENDOR ID field.

(2) Enter the vendor ID code and press [ESC]. The Unreceipted Order Inquiry Screen AJK-811 is displayed. See paragraph 5.2.8.5 for processing instructions.

c. To review an unreceipted order by required delivery date and DVD category, use the following steps:

(1) Enter the RDD and press [ENTER] until the cursor moves to the ENTER THE DVD CATEGORY field.

(2) Enter the DVD category (category codes are displayed at the bottom of the screen) and press [ESC]. The Unreceipted Order Inquiry Screen AJK-812 is displayed. See paragraph 5.2.8.6 for processing instructions.

<p>NOTE: To interrupt processing throughout the Unreceipted Order Inquiry process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.8.9 for processing instructions.</p>

5.2.8.4 Unreceipted Order Inquiry Screen AJK-810. Use this screen (fig. 5.2-58) to review an unreceipted customer order by RDD. The cursor is positioned in the CUSTOMER ID field for the first customer.

AFTER REVIEWING ALL RECORDS, DEPRESS <ESC>		
DATE: 11 APR 92	UNRECEIPTED ORDER INQUIRY	AJK-810
INQUIRY SELECTION: ALL UNRECEIPTED ORDERS - 10 APR 92		
DVD CATEGORY: DAIRY		
VENDOR: MARYLAND AND VIRGINIA MILK PRODUCERS		
VENDOR ID: MM0690		
CUSTOMER ID:		
YDF005		
YDF006		
YDF012		
W26QKQ		

Figure 5.2-58. Unreceipted Order Inquiry Screen (AJK-772).

- a. This screen displays the inquiry selection, DVD category, vendor name, vendor ID code, and customer ID code.
- b. You can review the screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC].

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(1) If unreceipted orders exist, the More Orders Ring Menu is displayed. See paragraph 5.2.8.5 for processing instructions.

(2) If there are no more unreceipted orders, the following message is displayed: **Do you wish to print this inquiry? Enter (Y, N) and press [ENTER].**

(a) Enter Y and press [ENTER]. The following message is displayed: **This Unreceipted Order Inquiry has been submitted for printing.** Then, the Options Ring Menu is displayed. See paragraph 5.2.8.6 for processing instructions.

OR

(b) Enter N and press [ENTER], the Options Ring Menu is displayed.

5.2.8.5 More Orders Ring Menu. This ring menu (fig. 5.2-59) is displayed when there are more unreceipted orders to review. You can review the other orders, restart the process, or return to the Direct Vendor Delivery Command Menu.

More Orders: View Next Inquire-Again Return Return to DVD Command Options Screen AJK-612

Figure 5.2-59. More Orders Ring Menu.

a. Select View Next and the next unreceipted order with a different vendor is displayed.

NOTE: When you choose the View Next option and the last unreceipted order is displayed, the message: Do you wish to print this inquiry? Enter (Y, N) and depress <ENTER>: is displayed. If you select Y or N, the Options Ring Menu is displayed. See paragraph 5.2.8.6 for processing instructions.
--

b. Select Inquire-Again, and the message: **Do you wish to print this inquiry? Enter (Y, N) and depress <ENTER>:** is displayed.

(1) Enter Y and press [ENTER]. The message: **This Unreceipted Order Inquiry has been submitted for printing** is displayed. Then, the Unreceipted Order Inquiry Screen AJK-809 is displayed. You can enter new inquiry data.

OR

(2) Enter N and press [ENTER]. The Unreceipted Order Inquiry Screen AJK-809 is displayed. You can enter new inquiry data.

c. Select Return, and the message: **Do you wish to print this inquiry? Enter (Y, N) and depress <ENTER>:** is displayed.

(1) Enter Y and press [ENTER]. The message: **This Unreceipted Order Inquiry has been submitted for printing** is displayed. Then, the Direct Vendor Delivery Command Menu is displayed.

OR

(2) Enter N and press [ENTER]. The Direct Vendor Delivery Command Menu is displayed.

5.2.8.6 Options Ring Menu. This ring menu (fig. 5.2-60) is displayed when you answer No to the message for a print request. You can process another inquiry or return to the Direct Vendor Delivery Command Menu.

Options: Inquire-Again Return Return to DVD Command Options Screen AJK-612
--

Figure 5.2-60. Options Ring Menu.

a. Select Inquire-Again and the Unreceipted Order Inquiry Screen AJK-809 is displayed. You can process another inquiry.

b. Select Return and the Direct Vendor Delivery Command Menu is displayed.

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5.2.8.7 Unreceipted Order Inquiry Screen AJK-811. Use this screen (fig. 5.2-61) to review an unreceipted order by RDD and vendor ID. The cursor is positioned in the CUSTOMER ID field for the first customer.

AFTER REVIEWING ALL RECORDS, DEPRESS <Esc>		
DATE: 11 APR 92	UNRECEIPTED ORDER INQUIRY	AJK-811
INQUIRY SELECTION: UNRECEIPTED ORDERS - 10 APR 92		
VENDOR: INTERSTATE BRANDS - MERITA		
VENDOR ID: MB1289		
CUSTOMER ID:		
YDF002		
YDF003		
YDF004		
YDF005		
YDF007		
YDF009		
YDF010		
YDF012		
YLEFPR		

Figure 5.2-61. Unreceipted Order Inquiry Screen (AJK-811).

- a. This screen displays the inquiry selection, vendor name, vendor ID code, and customer ID code.
- b. The remaining processing steps for the inquiry by RDD and Vendor ID are the same as the inquiry by required delivery date. See paragraphs 5.2.8.4 thru 5.2.8.6 for processing steps to complete this inquiry.

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5.2.8.8 Unreceipted Order Inquiry Screen AJK-812. Use this screen (fig. 5.2-62) to review an unreceipted order by RDD and DVD category. The cursor is positioned in the CUSTOMER ID field for the first customer.

AFTER REVIEWING ALL RECORDS, DEPRESS <ESC>		
DATE: 11 APR 92	UNRECEIPTED ORDER INQUIRY	AJK-812
INQUIRY SELECTION: UNRECEIPTED ORDERS - 10 APR 92		
CATEGORY: BAKERY		
VENDOR: INTERSTATE BRANDS - MERITA		
VENDOR ID: MB1289		
CUSTOMER ID:		
W26QKQ		

Figure 5.2-62. Unreceipted Order Inquiry Screen (AJK-812).

- a. This screen displays the inquiry selection, DVD category, vendor name, vendor ID code, and customer ID code.
- b. The remaining processing steps for the inquiry by RDD and DVD Category are the same as the inquiry by required delivery date. See paragraphs 5.2.8.4 thru 5.2.8.6 for processing steps to complete this inquiry.

5.2.8.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-63) to continue processing, start over, return to the Direct Vendor Delivery Command Menu Screen, or exit processing.

PROCESS INTERRUPT: CONTINUE STARTOVER RETURN EXIT
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-63. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select STARTOVER and the Unreceipted Order Inquiry Screen AJK-809 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.2.8.10 Outputs.

- a. The Unreceipted Orders Inquiry Report (PCN AJK-OX1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

5.2.9 Initial DVD Obligation Estimate Process. Use this process to establish monthly DVD requirement estimates needed for the next accounting period. Obligation estimates must be processed for each vendor.

5.2.9.1 Processing Restrictions. The initial DVD obligation must be established before you can run DVD processes and before the next accounting period.

5.2.9.2 Processing Materials. The Vendor Information File Report (PCN AJK-VIF) gives you the necessary vendor information.

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5.2.9.3 Initial DVD Obligation Estimate Screen AJK-733. To process an initial DVD obligation estimate, select H from the Direct Vendor Delivery Command Menu. The Initial DVD Obligation Estimate Screen (fig.5.2-64) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: 10 APR 92	INITIAL DVD OBLIGATION ESTIMATE	AJK-733
VENDOR ID: MM1289		
ESTIMATE FROM DATE: 1 MAY 92 DD MMM YY		
ESTIMATE TO DATE: 31 MAY 92 DD MMM YY		
DEMAND MONTH <FOR REVIEW>: FEB MMM		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>		
Enter the past month whose demand is to be used as a basis -- Depress ENTER		

Figure 5.2-64. Initial DVD Obligation Estimate Screen (AJK-733).

- a. Enter a vendor ID code and press [ENTER]. The cursor moves to the ESTIMATE FROM DATE field.
- b. Enter the estimate From date and press [ENTER]. The cursor moves to the ESTIMATE TO DATE field.

NOTE: The From date must be greater than or equal to the current month and year and within the vendor's contract period. When the contract requires two payments, the From date must be the first day of the vendor's second payment period.

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c. Enter the estimate To date and press [ENTER]. The cursor moves to the DEMAND MONTH FOR REVIEW field.

d. Enter the demand month and press [ESC]. The Initial DVD Obligation Estimate Screen AJK-734 is displayed.

OR

e. Press [ENTER] until the cursor moves back to the VENDOR ID field. You can correct your entries.

NOTE: To interrupt processing throughout the Initial Obligation Estimate process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.9.8 for processing instructions.

5.2.9.4 Initial DVD Obligation Estimate Screen AJK-734. Use this screen (fig. 5.2-65) to designate items to be included on the initial obligation estimate and the estimated quantity for each.

a. The contract number, estimate period, vendor name, and ID code are displayed. The NSN/MCN, item name, unit of issue, demand month, and obligation estimate quantity are displayed for each item. The cursor is positioned in the OBL EST QUANTITY field for the first item.

DEPRESS <ESC> WHEN DATA ENTRY IS COMPLETE				
DATE: 10 APR 92		INITIAL DVD OBLIGATION ESTIMATE		AJK-734
CONTRACT NO: DLA13H-90-D-V032		ESTIMATE PERIOD: 01 MAY 92 - 31 MAY 92		
VENDOR NAME: MARVA MAID DAIRY		VENDOR ID: MM1289		
			FEB - 92	OBL EST
NSN/MCN	ITEM NAME	U/I	DEMAND	QUANTITY
8910-00-D84-6435	MILK WHITE 1/2 PT	CO	1342	1342
8910-00-T22-1136	MILK CHOC 1/2 PT	CO	800	800
8910-00-T22-1137	MILK CHOC 5 GAL	GL	15	15
8910-00-T22-1139	MILK CHOC LOWFAT 5 GAL	GL	1210	1210
8910-00-T26-3406	CHEESE COTTAGE 5 LB	PG	534	534
8910-00-T26-4019	MILK BUTTERMILK 1/2 PT	CO	1393	1393
8910-00-T39-5774	ICE MILK MIX CHOC 1/2 GAL	CO	1036	1036
8910-00-T39-5775	ICE MILK MIX VAN 1/2 GAL	CO	1756	1756
8910-00-T44-0530	CREAM LIGHT WHIP 1/2 PT	CO	0	0

Figure 5.2-65. Initial DVD Obligation Estimate Screen (AJK-734).

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- b. To change an estimate quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next item.
 - c. You can review and adjust quantities by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- OR
- d. Repeat steps b and c to choose and adjust all the quantities you want.

NOTE: Any items with a zero in the OBL EST QUANTITY field are not included in the obligation estimate for that month.

- e. When you finish your entries, press [ESC]. The Initial DVD Obligation Estimate Screen AJK-735 is displayed.

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5.2.9.5 Initial DVD Obligation Estimate Screen AJK-735. Use this screen (fig. 5.2-66) to review and adjust the items you select for an obligation estimate.

a. This screen displays the contract number, estimate period, vendor name, vendor ID code, NSN/MCN, item name, unit of issue, contract price, obligation estimate quantity, extended price, and estimated grand total price. The cursor is positioned in the OBL EST QUANTITY field for the first item.

ENTER THE DESIRED QUANTITY IN THE OBL EST FIELD-DEPRESS <ENTER>						
DEPRESS <ESC> WHEN DATA ENTRY IS COMPLETE						
DATE: 10 APR 92		INITIAL DVD OBLIGATION ESTIMATE			AJK-735	
CONTRACT NO: DLA13H-90-D-V032		ESTIMATE PERIOD: 01 MAY 92 - 31 MAY 92				
VENDOR NAME MARVA MAID DAIRY		VENDOR ID: MM1289				
NSN/MCN	ITEM NAME	U/I	CONTRACT PRICE	OBL EST QUANTITY	EXTENDED PRICE	
8910-00-D84-6435	MILK WHITE 1/2 PT	CO	\$ 0.1390	1342	\$ 186.54	
8910-00-T22-1136	MILK CHOC 1/2 PT	CO	0.1410	800	112.80	
8910-00-T22-1137	MILK CHOC 5 GAL	GL	1.9400	15	29.10	
8910-00-T22-1139	MILK CHOC LOWFAT 5 GAL	GL	1.8600	1210	2,250.60	
8910-00-T26-3406	CHEESE COTTAGE 5 LB	PG	4.5500	534	2,429.70	
8910-00-T26-4019	MILK BUTTERMILK 1/2 PT	CO	0.1200	1393	167.16	
8910-00-T39-5774	ICE MILK MIX CHOC 1/2 GAL	CO	1.5300	1036	1,585.08	
8910-00-T39-5775	ICE MILK MIX VAN 1/2 GAL	CO	1.4800	1756	2,598.88	
8910-00-T44-1915	YOGURT ASSTD 1/2 PT	CO	0.4200	5142	2,159.92	
ESTIMATE GRAND TOTAL EXTENDED PRICE					\$22,031.92	

Figure 5.2-66. Initial DVD Obligation Estimate Screen (AJK-735).

- b. To change an estimate quantity, enter a new one over the old and press [ENTER]. The extended price for that item is adjusted and the cursor moves to the next item.
- c. You can review and adjust quantities by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. When you finish your entries, press [ESC]. The Options Ring Menu is displayed.

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5.2.9.6 Options Ring Menu. Use this ring menu (fig. 5.2-67) to adjust an obligation again, create the obligation, save the obligation and return to the Direct Vendor Delivery Command Menu, or discard the obligation and return to the Direct Vendor Delivery Command Menu.

OPTIONS: ADJUST AGAIN CREATE OBLIGATION SAVE & RETURN DISCARD & RETURN
Re-Adjust this DVD Obligation Estimate

Figure 5.2-67. Options Ring Menu.

a. Select **ADJUST AGAIN** and the Initial DVD Obligation Estimate Screen AJK-734 is displayed. You can make more adjustments.

b. Select **CREATE OBLIGATION** and the obligation is written to a file. The following message is displayed:

COMPLETED Obligation Estimate for Vendor MM0690
Estimate Period 01 May 92 - 31 May 92, TISA W26QKQ
has been successfully created/modified.

c. A print request message is displayed.

(1) Enter Y and press [ESC] to print the obligation. The SF 36 - Initial DVD Obligation Estimate is printed. Then, the Next Option Ring Menu is displayed. See paragraph 5.2.9.7 for processing instructions.

OR

(2) Enter N and a message is displayed: **THE SF 36 - INITIAL OBLIGATION ESTIMATE WILL NOT BE PRINTED !** Then, the Next Options Ring Menu is displayed.

d. Select **SAVE & RETURN** and the obligation is saved to a file. The Direct Vendor Delivery Command Menu is displayed.

e. Select **DISCARD & RETURN** and the Direct Vendor Delivery Command Menu is displayed. The obligation estimate is not saved.

5.2.9.7 Next Option Ring Menu. Use this ring menu (fig. 5.2-68) to process another obligation estimate or return to the Direct Vendor Delivery Command Menu.

NEXT OPTION: PROCESS ANOTHER RETURN
Build or complete another DVD Obligation Estimate

Figure 5.2-68. Next Option Ring Menu.

- a. Select PROCESS ANOTHER and the Initial DVD Obligation Estimate Screen AJK-733 is displayed. You can process another obligation estimate.
- b. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.

5.2.9.8 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-69) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN EXIT
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-69. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Initial DVD Obligation Estimate Screen AJK-733 is displayed.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.2.9.9 Outputs.

a. The SF 36 - Initial DVD Obligation Estimate Report (PCN AJK-ZH1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off the file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 94

5.2.10 Review/Adjust DVD Obligation Estimate Process. Use this process to review the obligation estimate for a specific period, and make adjustments when DVD receipts exceed the initial obligation estimate.

5.2.10.1 Processing Restrictions. When actual receipts exceed the initial DVD obligation, an adjustment must be made to increase the obligation, before closing the DVD obligation for the current accounting period.

5.2.10.2 Processing Materials. None.

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5.2.10.3 Review and Adjust DVD Obligation Estimate Screen AJK-766. To review and adjust DVD obligation estimates, select I from the Direct Vendor Delivery Command Menu. The Review and Adjust DVD Obligation Estimate Screen (fig. 5.2-70) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: 15 FEB 93	REVIEW AND ADJUST DVD OBLIGATION ESTIMATE	AJK-766
DVD OBLIGATION ESTIMATE IDENTIFICATION DATA:		
VENDOR ID: KK0690		
ESTIMATE FROM DATE: 1 MAR 93 DD MMM YY		
ESTIMATE TO DATE: 31 MAR 93 DD MMM YY		
DEPRESS <Esc> TO SUBMIT DVD OBLIGATION ESTIMATE SELECTION OR USE <ENTER> OR ARROW KEYS TO CURSOR TO ENTRY FIELD FOR MODIFICATION		

Figure 5.2-70. Review and Adjust DVD Obligations Estimate Screen (AJK-766).

- a. Enter the vendor ID code and press [ENTER]. The cursor moves to the ESTIMATE FROM DATE field.
- b. Enter the estimate From date and press [ENTER]. The cursor moves to the ESTIMATE TO field.
- c. Enter the estimate To date and press [ESC]. The Review and Adjust DVD Obligation Estimate - Change the Current PIIN Screen AJK-784 is displayed.

OR

- d. Press [ENTER] until the cursor moves back to the VENDOR ID field. You can correct your entries.

NOTE: To interrupt processing throughout the Review and Adjust DVD Obligation Estimate process, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 5.2.10.8 for processing instructions.

5.2.10.4 Review and Adjust DVD Obligation Estimate - Change the Current PIIN Screen AJK-784. Use this screen (fig. 5.2-71) to change the assigned PIIN for a specific vendor and estimate period. The vendor ID code, name, and estimate is displayed for the month you enter on Screen AJK-766. The cursor is positioned in the PIIN field.

CONTRACTING OFFICE ASSIGNED <u>PARTIAL PIIN</u>	FISCAL <u>YEAR</u>	TYPE OF <u>CONTRACT</u>	VENDOR <u>CODE</u>
<div style="text-align: right;">AJK-784</div> <p>DATE: 15 FEB 93 REVIEW AND ADJUST DVD OBLIGATION ESTIMATE CHANGE THE CURRENT PIIN</p> <p>DVD OBLIGATION VENDOR ID: KK0690 ESTIMATE FOR VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION ESTIMATE PERIOD: FROM 01 MAR 93 TO 31 MAR 93</p> <p>CURRENT PIIN : DABT\$9-90-C-1111</p> <p style="text-align: center;">CAREFULLY KEY IN THE SERIAL PIIN IN THE SPACES BELOW AND PRESS ENTER</p> <p style="text-align: center;">PIIN: DAGTO - 90 - B-2222</p> <p style="text-align: center;">ENTER THE DATA IN THE SPACES PROVIDED AND DEPRESS <ENTER> IF YOU DO NOT WISH TO CHANGE PIIN, DEPRESS <Esc> WITH NO ENTRY TO PROCEED WITH THE ADJUSTMENT OF THE ABOUT DVD OBLIGATION ESTIMATE</p>			

Figure 5.2-71. Review and Adjust DVD Obligation Estimates - Change the Current PIIN Screen (AJK-784).

- a. To change the current PIIN, enter a new six-position PIIN over the old and the cursor moves to the FISCAL YEAR field.
- b. Enter the fiscal year and the cursor moves to the TYPE CONTRACT field.

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c. Enter the type of contract and the cursor moves to the VENDOR ASSIGNED CODE field.

d. Enter the assigned four-position vendor code and press [ESC]. A series of messages is displayed. Then, the Adjust DVD Obligation Estimate Screen AJK-767 is displayed with the new PIIN. You can re-adjust your estimate quantities.

OR

e. Press [ESC] with no entry. The Adjust DVD obligation Estimate Screen AJK-767 is displayed with the original PIIN. You can re-adjust your estimate quantities.

5.2.10.5 Adjust DVD Obligation Estimate Screen AJK-767. Use this screen (fig. 5.2-72) to review and adjust your obligation estimate quantities. The vendor ID code and name, PIIN, estimate period, and contract number are displayed. The item name, unit of issue, obligation estimate quantity, quantity received to date, quantity on order, and total quantity are displayed for each item. The cursor is positioned in the OBL EST QTY field for the first item.

DATE: 15 FEB 93		ADJUST DVD OBLIGATION ESTIMATE			AJK-767	
VENDOR ID: KK0690		VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION				
PIIN: DABFTO-90-B-2222		ESTIMATE PERIOD: 01 MAR 93 TO 31 MAR 93				
CONTRACT NO: DAL13H-90-D-V660						
		OBL EST	QTY REC'D	QTY ON	TOTAL	
ITEM NAME	U/I	QTY	TO DATE	ORDER	QTY	
DONUTS CREAM/JELLY FILL	DZ	11000	0	418	418	
DONUTS GLAZED	DZ	20000	0	404	404	
DONUTS PLAIN	DZ	10000	0	346	346	
PIE FRUIT FILL ASSTD 4 OZ	EA	6000	0	220	220	
PRESS THE <Esc> KEY WHEN ENTRY IS COMPLETE ENTER <Y> TO CONFIRM CHANGES ==== Y <==== ENTER <N> TO DISCARD CHANGES						

Figure 5.2-72. Adjust DVD Obligation Estimate Screen (AJK-767).

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a. To adjust an obligation estimate, enter a new quantity over the old and press [ENTER]. The amount of the adjustment is displayed at the top of the screen. Then, the cursor moves to the next item.

b. Use the [ENTER] or ARROW keys to scroll forward and back through the list.

c. Use the [F3] key to page forward and [F4] to page back.

d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter Y to confirm and press [ESC]. A series of messages is displayed. Then, the Review DVD Obligation Estimate Screen AJK-768 is displayed with the adjusted cost of the estimate.

OR

(2) Enter N and press [ESC]. The changes are not saved. The Review DVD Obligation Estimate Screen AJK-768 is displayed with the cost of the original estimate.

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5.2.10.6 Review DVD Obligation Estimate Screen AJK-768. Use this screen (fig. 5.2-73) to review an obligation estimate for a particular vendor and estimate period. The cursor is positioned in the ITEM NAME field for the first item.

DATE: 15 FEB 93		REVIEW DVD OBLIGATION ESTIMATE		AJK-768	
VENDOR ID: KK0690		VENDOR NAME: KRISPY KREME DOUGHNUT CORPORATION			
PIIN: DABGTO-90-B-2222		ESTIMATE PERIOD: 01 MAR 93 31 MAR 93			
CONTRACT No: DAL13H-90-D-V660					
ITEM NAME	U/I	CONTRACT PRICE	ESTIMATE QUANTITY	EXTENDED PRICE	
DONUTS CREAM/JELLY FILL	DZ	\$ 1.6100	11000	\$17710.00	
DONUTS GLAZED	DZ	1.2500	20000	25000.00	
DONUTS PLAIN	DZ	1.3900	10000	13900.00	
PIE FRUIT FILL ASSTD 4 OZ	DZ	0.2900	6000	1740.00	
GRAND TOTAL EXTENDED PRICE				\$58350.00	
DEPRESS <Esc> TO CONTINUE					
ENTER <1> TO READJUST =====> 1 <===== ENTER <0> TO PROCEED TO MENU					

Figure 5.2-73. Review DVD Obligation Estimate Screen (AJK-768).

- a. The vendor ID code and name, partial PIIN, estimate period, and contract number are displayed. The item name, unit of issue, contract price, estimate quantity, extended price, and grand total extended price are displayed for the DVD obligation.
- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your review, press [ESC].

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(1) To readjust the estimate, enter 1 and press [ESC]. The Adjust DVD Obligation Estimate Screen AJK-767 is displayed with the original quantities.

OR

(2) Enter 0 and press [ESC]. The Continue Ring Menu is displayed.

5.2.10.7 Continue Ring Menu. Use this ring menu (fig. 5.2-74) to review another obligation estimate, return to the Direct Vendor Delivery Command Menu, or exit processing.

CONTINUE: Next Return Exit
Select The NEXT Obligation Estimate For Review

Figure 5.2-74. Continue Ring Menu.

a. Select Next and the Review and Adjust DVD Obligation Estimate Screen AJK-766 is displayed. You can select the next obligation estimate for review.

b. Select Return and the Direct Vendor Delivery Command Menu is displayed.

c. Select Exit and the system login screen is displayed.

5.2.10.8 Interrupt Ring Menu. Use this ring menu (fig. 5.2-75) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

INTERRUPT: Continue Startover Return Exit
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-75. Interrupt Ring Menu.

a. Select Continue and you can continue processing on the same screen.

b. Select Startover and the Review and Adjust DVD Obligation Estimate Screen AJK-766 is displayed. You can restart this process.

c. Select Return and the Direct Vendor Delivery Command Menu is displayed.

d. Select Exit and the system login screen is displayed.

5.2.10.9 Outputs. No reports are printed during this process.

5.2.11 Closing DVD Obligation Estimate Process. Use this process to close obligation estimates for the last accounting period.

5.2.11.1 Processing Restrictions. Receipt for all DVD requirements before you run this process. Run this process after the end-of-month run and before closing the VRGC.

5.2.11.2 Processing Materials. None.

5.2.11.3 DVD Closing Obligation Estimate Screen AJK-745. To close a DVD obligation estimate, select J from the Direct Vendor Delivery Command Menu. The DVD Closing Obligation Estimate Screen (fig. 5.2-76) is displayed. The cursor is positioned in the VENDOR ID field.

DATE 05 MAY 92	DVD CLOSING OBLIGATION ESTIMATE	AJK-745
SELECT DVD OBLIGATION ESTIMATE FOR CLOSING		
DVD OBLIGATION ESTIMATE FOR:VENDOR ID: MB1289		
PIIN: DABT59 - - -		
DEPRESS <Esc> TO SUBMIT DVD OBLIGATION ESTIMATE SELECTION OR		
USE <ENTER> OR ARROW KEYS TO CURSOR TO ENTRY FIELD FOR MODIFICATION		
ENTER THE 6-POSITION VENDOR ID		

Figure 5.2-76. DVD Closing Obligation Estimate Screen (AJK-745).

- a. Enter a vendor ID code and press [ENTER]. The cursor moves to the partially completed PIIN field.
- b. Enter the fiscal year and the cursor moves to the TYPE CONTRACT field.

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c. Enter the type of contract and the cursor moves to the VENDOR ASSIGNED CODE field.

d. Enter the vendor assigned code and press [ESC]. The DVD Closing Obligation Estimate Screen AJK-746 is displayed.

OR

e. Press [ENTER] until the cursor moves back to the VENDOR ID field. You can correct your entries.

NOTE: To interrupt processing throughout the Closing DVD Obligation Estimate process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.2.11.7 for processing instructions.

5.2.11.4 DVD Closing Obligation Estimate Screen AJK-746. Use this screen (fig. 5.2-77) to review the closing obligation estimate quantities and the grand total cost.

DATE: 05 MAY 92		DVD CLOSING OBLIGATION ESTIMATE				AJK-746	
VENDOR ID: MB1289		VENDOR NAME: INTERSTATE BRANDS - MERITA					
PIIN: DABT59-90-M-1288		CONTRACT NUMBER: DLA13H-90-D-V660					
ESTIMATE PERIOD: 01 APR 92 - 30 APR 92							
						DELIVERED	
CONTRACT		CONTRACT		EST	DEL	EXTENDED	
ITEM #	ITEM NAME	U/I	PRICE	QTY	QTY	PRICE	
1	BREAD WHITE 16 OZ	LF	\$ 0.4500	1340	319	\$	143.55
2	BREAD WHITE 24 OZ	LF	0.5900	8112	433		255.47
3	BREAD WHOLE WHEAT 16 OZ	LF	0.7500	12	434		325.50
4	BREAD RYE 16 OZ	LF	0.8000	900	653		522.40
5	BREAD ITALIAN 16 OZ	LF	0.7000	100	359		251.30
6	ENGLISH MUFFINS 12 OZ	PG	0.7600	400	660		501.60
7	ROLLS HOT DOG 12 PK	PG	0.7000	1700	237		165.90
						DELIVERED EXTENDED GRAND TOTAL	
						\$3052.78	
ORIGINAL STARFIARS ESTIMATE EXTENDED GRAND TOTAL						\$15155.33	
<Esc> TO CONTINUE				GRAND TOTAL DIFFERENCE		\$	-12102.55

Figure 5.2-77. DVD Closing Obligation Estimate Screen (AJK-746).

a. This screen displays the vendor ID code, vendor name, PIIN, contract number, estimate period, and contract item number. The item name, unit of issue, contract price, estimate quantity, delivered quantity, delivered extended price, and grand total (+ or -) are displayed.

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- b. You can review this screen by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC]. A confirmation message is displayed at the bottom of the screen. Select one of the following responses and press [ESC]:
- (1) Enter Y to confirm the closing. The system prepares transactions for STANFINS and updates the VRGC file. The DVD Closing Obligation Estimate Screen AJK-747 is displayed.

OR

- (2) If you don't want to close the obligation, enter N. The Continue Ring Menu is displayed. See paragraph 5.2.11.6 for processing instructions.

5.2.11.5 DVD Closing Obligation Estimate Screen AJK-747. Use this screen (fig. 5.2-78) to review the VRGC dollar value summary. This screen displays the VRGC number, vendor name, DVD perishable dollar value, and DVD semiperishable dollar value.

DATE: 05 MAY 92	DVD CLOSING OBLIGATION ESTIMATE	AJK-747
VRGC Summary Data		
VRGC NUMBER	VENDOR	
9	INTERSTATE BRANDS - MERITA	
DVD PERISHABLE	DVD SEMI-PERISHABLE	DVD TOTAL
\$ 3052.78	\$ 0.00	\$ 3052.78
DEPRESS <Esc> WHEN YOU HAVE FINISHED REVIEWING VRGC SUMMARY		

Figure 5.2-78. DVD Closing Obligation Estimate Screen (AJK-747).

- a. Use the [ENTER] or ARROW keys to move from one column to the next.
- b. When you finish your review, press [ESC]. The Continue Ring Menu is displayed.

5.2.11.6 Continue Ring Menu. Use this ring menu (fig. 5.2-79) to continue processing, return to the Direct Vendor Delivery Command Menu, or exit processing.

CONTINUE: Next Return Exit
Select The NEXT Obligation Estimate For Review

Figure 5.2-79. Continue Ring Menu.

- a. Select Next and the DVD Closing Obligation Estimate Screen AJK-745 is displayed. You can close another DVD obligation.
- b. Select Return and the Direct Vendor Delivery Command Menu is displayed.
- c. Select Exit and the system login screen is displayed.

5.2.11.7 Process Interrupt Ring Menu. Use this ring menu (fig. 5.2-80) to continue processing, restart the process, return to the Direct Vendor Delivery Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN eXit
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-80. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the DVD Closing Obligation Estimate Screen AJK-745 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.2.11.8 Outputs.

a. The SF 36 - Closing DVD Obligation Estimate Report (PCN AJK-ZH2) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.2.12 DVD Requirements Estimate Process. Use this process to project the DVD items needed to support TISA customers for a 6-month period.

5.2.12.1 Processing Restrictions. Run this process during the last week of the accounting period. The DVD requirements estimate is run independently of all other DVD processes.

5.2.12.2 Processing Materials. None.

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5.2.12.3 DVD Requirements Estimate Screen AJK-732. To project DVD requirements, select K from the Direct Vendor Delivery Command Menu. The DVD Requirements Estimate Screen (fig. 5.2-81) is displayed. The cursor is positioned in the DVD CATEGORY field.

DATE: 7 MAY 92	DVD REQUIREMENTS	AJK-732
DVD CATEGORY: B		
ESTIMATE PERIOD FROM DATE: JUN 92 MMM YY		
ESTIMATE PERIOD TO DATE: DEC 92 MMM YY		
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>		

Figure 5.2-81. DVD Requirements Estimate Screen (AJK-732).

a. Enter a DVD category (category codes are displayed at the bottom of the screen) and press [ENTER]. The cursor moves to the ESTIMATE PERIOD FROM DATE field.

NOTE: The estimate period From date must be greater than the current month.

- b. Enter the month and press [ENTER]. The cursor moves to the calendar year field.
- c. Enter the calendar year and press [ENTER]. The cursor moves to the ESTIMATE PERIOD TO DATE field.
- d. Enter the month and press [ENTER]. The cursor moves to the calendar year field.

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e. Enter the calendar year and press [ESC]. The following message is displayed: **DVD Requirements Estimate PCN AJK-ZB1 submitted for processing/printing**. Then, the Options Ring Menu is displayed.

OR

f. Press [ENTER] until the cursor moves back to the DVD CATEGORY field. You can correct your entries.

g. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 5.2.12.5 for processing instructions.

5.2.12.4 Options Ring Menu. Use this ring menu (fig. 5.2-82) to process another requirements estimate or return to the Direct Vendor Delivery Command Menu.

OPTIONS: PROCESS AGAIN RETURN
ENTER ANOTHER RDD/DVD CATEGORY TO CREATE CUSTOMER & VENDOR ORDERS

Figure 5.2-82. Options Ring Menu.

a. Select **PROCESS AGAIN** and the DVD Requirements Estimate Screen AJK-732 is displayed. You can process another requirements estimate.

b. Select **RETURN** and the Direct Vendor Delivery Command Menu is displayed.

5.2.12.5 Interrupt Ring Menu. Use this ring menu (fig. 5.2-83) to continue processing, start over, return to the Direct Vendor Delivery Command Menu, or exit processing.

INTERRUPT: CONTINUE STARTOVER RETURN EXIT
Ignore the interrupt and continue normal processing on this screen

Figure 5.2-83. Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on this screen.
- b. Select STARTOVER and the DVD Requirements Estimate Screen AJK-732 is displayed. You can restart the process.
- c. Select RETURN and the Direct Vendor Delivery Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.2.12.6 Outputs.

- a. The DVD Requirements Estimate Report (PCN AJK-ZB1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 94

5.3 Document History Subfunction.

- a. Use the Document History subfunction to maintain the Document History File and create requests for cancellations, process manager referrals, and create new status records. The following processes can be run in any order.
 - (1) Create a Cancellation Record (para 5.3.1).
 - (2) Create a New AE Status Record (para 5.3.2).
 - (3) Process Manager Referrals (para 5.3.3).
- b. To review the processes in Document History, select B from the Stock Accounting Command Menu.

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c. The Document History Command Menu (fig. 5.3-1) is displayed. Use A, B, and C to process document history information. Use R to return to the Stock Accounting Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

DOCUMENT HISTORY: A B C R X	
Create a cancellation record	
DATE: 11 APR 92	AJK-621
DOCUMENT HISTORY COMMAND MENU	
OPTION CODE	DESCRIPTION
A	CREATE A CANCELLATION RECORD
B	CREATE A NEW AE STATUS RECORD
C	PROCESS MANAGER REFERRALS
D	DOCUMENT HISTORY INQUIRY
E	CREATE AN AMA/AM1 TRANSACTION
R	RETURN TO STOCK ACCOUNTING COMMAND MENU
X	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION THRU RING MENU SELECTION, OPTION CODE:	

Figure 5.3-1. Document History Command Menu Screen (AJK-621).

5.3.1 Create a Cancellation Record Process. Use this process to create requests for cancellation of requisition (DIC AC1) transactions.

5.3.1.1 Processing Restrictions. Before you can create a request for cancellation, the requisition must be created and released to DPSC. See paragraph 5.4 for requisition processing instructions.

5.3.1.2 Processing Materials. The Open Due-in Listing Report (PCN AJK-6J1) gives you information for requisitions due in to the TISA.

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5.3.1.3 Request for Cancellation Screen AJK-620. To create a request for cancellation, select A from the Document History Command Menu. The Request for Cancellation Screen (fig. 5.3-2) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 17 Jun 90		DOCUMENT HISTORY			AJK-620
REQUEST FOR CANCELLATION					
DOCUMENT NUMBER	CANCEL QTY	UPK QTY	NSN	DESCRIPTION	
W26QKQ -0158-0153	40	40	8905006558410	BEEF LIVER SLICED	
Building AC1 record(s) Please Wait					

Figure 5.3-2. Request For Cancellation Screen (AJK-620).

a. Enter a four-digit Julian date plus serial number and press [ENTER]. The unit pack quantity, NSN, and item description are displayed. The cursor moves to the CANCEL QTY field.

OR

b. Press [ENTER] with no entry to exit this process. The Document History Command Menu is displayed

NOTE: The quantities you choose to cancel for an item must be equal to the unit pack quantity or multiples of it. For example: 12, 24, 36, 48, 60, and 72.

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c. Enter the quantity you want to cancel and press [ENTER]. If the quantity is greater than the amount due-in the following messages are displayed: **Maximum quantity that can be cancelled = [800].** then, **Do you want a display of the document history for -doc_no [W26QKQ01580151] ? y/n.**

(1) Enter Y and the Request For Cancellation Screen AJK-620 (fig. 5.3-2.1) is redisplayed with additional information. The cursor is positioned in the DIC field of the first transaction.

OR

(2) Enter N and the cursor moves back to the DOCUMENT NUMBER field. You can enter another document number.

d. When you finish your cancellation entries, press [ENTER]. A series of messages is displayed and the cursor moves back to the DOCUMENT NUMBER field. You can enter another document number.

e. If you enter Y in response to the message in step c, the historical transactions for this document number are displayed. You can review the document identifier, demand, and advice codes, NSN, unit of issue, requisition quantity, quantity received, quantity due-in, RDD, and date of last activity.

DATE: 17 Jun 90			DOCUMENT HISTORY						AJK-620	
REQUEST FOR CANCELLATION										
DOCUMENT NUMBER			CANCEL QTY	UPK QTY	NSN			DESCRIPTION		
W26QKQ -0158-0152				40	8905006558410			BEEF LIVER SLICED		
DIC	DMD	ADV	NSN	UI	QTY	QTY	QTY	DATE		
	CDE	CDE			REQN	RECD	DUEIN	RDD	LAST-ACTV	
A0A	R		8905006558410	LB	80	0	80	06/07/90	06/17/90	
AC1	R		8905006558410	LB	40	0	80	06/07/90	06/17/90	
AC1	R		8905006558410	LB	40	0	80	06/07/90	06/17/90	
ATA	R		8905006558410	LB	80	0	80	06/07/90	03/16/90	
Hit the <Escape> key when you are done viewing the dhf display										

Figure 5.3-2.1. Request For Cancellation Screen (AJK-620) - History of Transactions.

f. Use the [ENTER] or ARROW keys to scroll forward and back by line.

g. When you finish your review, press [ESC]. The screen is cleared and the cursor moves back to the partially completed DOCUMENT NUMBER field. You can enter a new number.

NOTE: To interrupt processing throughout the Document History subfunction, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.3.2.6 for processing instructions.

5.3.1.4 Outputs. No reports are printed during this process.

5.3.2 Create a New AE Status Record Process. Use this process to create new status records for requisition data received off-line from DPSC.

5.3.2.1 Processing Restrictions. None.

5.3.2.2 Processing Materials. The off-line document used by DPSC (e.g., message or MFR).

5.3.2.3 Enter Document Number Screen AJK-622. To process status records, select B from the Document History Command Menu. The Enter Document Number Screen (fig. 5.3-3) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 11 Apr 92	ENTER DOCUMENT NUMBER	AJK-622
ENTER THE DOCUMENT NUMBER TO PROCESS		
DOCUMENT NUMBERW26QKQ 20540037		
WHEN FINISHED ENTERING NUMBER PRESS <ESC>		

Figure 5.3-3. Enter Document Number Screen (AJK-622).

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- a. Enter a four-digit Julian date and the cursor moves to the serial number field.
- b. Enter a four-digit serial number and press [ESC]. The Add AE Status Record To DHI Screen AJK-616 is displayed.

OR

- c. Enter a four-digit serial number and press [ENTER] until the cursor moves back to the Julian date field. You can correct your entries.

5.3.2.4 Add AE Status Record to DHI Screen AJK-616. Use this screen (fig. 5.3-4) to enter the status code for the new status record. The cursor is positioned in the ENTER STATUS CODE field.

[]	
DATE: [16 Jun 90]	ADD AE STATUS RECORD TO DHI	AJK-616	
DOCUMENT NUMBER [W26QKQ01580049]			
ENTER STATUS CODE AND PRESS <ESC> : [BZ]			
NSN [8905-00-616-0050]		ITEM NAME [FRANKS 5 OR 10 LB BX]	
DIC [AE2]		RIC [S9P]	
MS__CD [S]		UI [LB]	
QTY [180]		DMDCD []	
SUPPL__ADD__CD [Y00000]		SIGCD [A]	
FUND__CD [TK]		DISTCD []	
PROJ__CD []		PRICD [15]	
RDD [19] [JUN] [90]		ESD [] [] []	
RIC []		UPR [1.92]	
[] []		CONFIRM INDICATOR: [] [Y]	
Enter 'Y' to coinfirm or 'N' to cancel and press <ESC>			

Figure 5.3-4. Add AE Status Record to DHI Screen (AJK-616).

- a. Enter a two-digit status code (status codes are displayed at the bottom of the screen) and press [ESC]. All requisition data for that document number is displayed. The cursor is positioned in the NSN field.

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b. Change the stock number (if necessary) and press [ENTER]. The cursor moves to the MS_CD field.

OR

c. Press [ENTER] with no entry and the cursor moves to the MS_CD field.

d. Enter a new media and status code (optional) and press [ENTER]. The cursor moves to the UI field.

OR

e. Press [ENTER] with no entry and the cursor moves to the UI field.

f. Use the [ENTER] or ARROW keys to scroll through the remaining block of information. Make changes when needed.

g. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

OR

h. Press [ENTER] with no entry until the cursor moves back to the NSN field. You can enter new data.

(1) Enter C to confirm and press [ESC]. The database files are updated and the Options Ring Menu is displayed. See paragraph 5.3.2.5 for processing instructions.

OR

(2) Press [ESC] with no entry and the message: **PROCESS CANCELLED** is displayed. Then, the Options Ring Menu is displayed.

5.3.2.5 Options Ring Menu - AE Status. Use this ring menu (fig. 5.3-5) to process other status records, return to the Document History Command Menu, or exit processing.

OPTIONS: ENTER ANOTHER DOCUMENT NUMBER RETURN eXit
Add another AE2 Status Record.

Figure 5.3-5. Options Ring Menu - AE Status.

a. Select ENTER ANOTHER DOCUMENT NUMBER and the Enter Document Number Screen AJK-622 is displayed.

b. Select RETURN and to the Document History Command Menu is displayed.

c. Select eXit and the system login screen is displayed.

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5.3.2.6 Process Interrupt Ring Menu. Use this ring menu (fig. 5.3-6) to continue processing, start over, return to the Document History Command Menu, or exit processing.

```
PROCESS INTERRUPT:  CONTINUE  START OVER  DISCARD & RETURN  eXit
Ignore interrupt and continue normal processing on this screen
```

Figure 5.3-6. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can restart this process.
- c. Select DISCARD & RETURN and the Document History Command Menu is displayed. The changes are not saved.
- d. Select eXit and the system login screen is displayed.

5.3.2.7 Outputs. No reports are printed during this process.

5.3.3 Process Manager Referrals Process. Use this process to correct or delete records referred to the manager for action.

5.3.3.1 Processing Restrictions. None.

5.3.3.2 Processing Materials. The Document History Manager Referral List Report (PCN AJK-YM1) gives you the information to process this type of record.

5.3.3.3 Enter Manager Referral Document Number Screen AJK-622. To process manager referral documents, select C from the Document History Command Menu. The Enter Manager Referral Document Number Screen (fig. 5.3-7) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 11 Apr 92	ENTER MANAGER REFERRAL DOCUMENT NUMBER	AJK-622
ENTER THE DOCUMENT NUMBER TO PROCESS		
DOCUMENT NUMBER	W26QKQ	20540037
WHEN FINISHED ENTERING NUMBER PRESS <ESC>		

Figure 5.3-7. Enter Manager Referral Document Number Screen (AJK-622).

- a. Enter the last eight digits of the document number and press [ESC]. The Select Manager Referral Record Screen AJK-613 is displayed.

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OR

b. Press [ENTER] and the cursor moves back to the beginning of the DOCUMENT NUMBER field. You can correct your entries.

5.3.3.4 Select Manager Referral Record Screen AJK-613. Use this screen (fig. 5.3-8) to select which manager referral record you want to process.

DATE: [01 May 92]	SELECT MANAGER REFERRAL RECORD	AJK-613		
<table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">DOCUMENT NUMBER</td><td style="width: 50%; text-align: center;">W26QKQ20540037</td></tr></table>			DOCUMENT NUMBER	W26QKQ20540037
DOCUMENT NUMBER	W26QKQ20540037			
<table style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">REQUISITION DATA NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE-IN: 792 RDD: 19 Apr 92</td><td style="width: 50%; vertical-align: top;">STATUS DATA: NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE IN: 792 RDD: ESD: DIC: AS1 STATUS: DMD__CD:</td></tr></table>			REQUISITION DATA NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE-IN: 792 RDD: 19 Apr 92	STATUS DATA: NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE IN: 792 RDD: ESD: DIC: AS1 STATUS: DMD__CD:
REQUISITION DATA NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE-IN: 792 RDD: 19 Apr 92	STATUS DATA: NSN: 8905010503192 ITEM NAME: BEEF Patties W/SOY UI: LB QTY DUE IN: 792 RDD: ESD: DIC: AS1 STATUS: DMD__CD:			
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF				
SELECTION: X				
SELECT ONE STATUS RECORD TO PROCESS AND PRESS <ESC>				
PRESS THE DOWN ARROW TO SEE NEXT REC. PRESS THE UP ARROW TO SEE PREVIOUS REC.				
ENTER 'X' LEAVE BLANK.				

Figure 5.3-8. Select Manager Referral Record Screen (AJK-613).

a. Use the [ENTER] key to scroll through the data for the document number you choose. Use the UP and DOWN ARROW keys to page forward and back.

b. When you find the record you want to process, enter X and press [ESC]. The Process Manager Referral Record Screen AJK-614 is displayed with one of four Manager Referral Option Ring Menus. These ring menus are displayed based on what exception caused the record to be referred to the manager. The type of exception is displayed in the EXCEPTION MESSAGE field on the screen. The screens are displayed as follows:

(1) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 1 Ring Menu is displayed if the exception is one of the following:

- (a) The record has an invalid document identifier code (DIC).
- (b) A duplicate record is on the Document History File (DHF).

(c) The status code on the record is invalid.

(d) See paragraph 5.3.3.5 for processing instructions.

(2) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 2 Ring Menu is displayed if the exception is one of the following:

(a) The stock number on the referral record is not on the MIF.

(b) The stock number on the referral is a new or substitute item not on the MIF.

(c) The stock number on the referral record appears twice on the MIF.

(d) The stock number on the referral for a new or substitute item appears twice on the MIF.

(e) Requisition is closed (e.g., the due-in quantity is zero). This can happen when the requisition is re-opened between the time the exception record is created and this process is run.

(f) A requisition with the same document number as the referral record is not on the DHF. This can happen when the requisition is added between the time the exception record is created and this process is run.

(g) See paragraph 5.3.3.6 for processing instructions.

(3) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 3 Ring Menu is displayed if the exception is a closed requisition (e.g., the due-in quantity is zero). See paragraph 5.3.3.7 for processing instructions.

(4) The Process Manager Referral Record Screen AJK-614 with Manager Referral Option 4 Ring Menu is displayed if the exception is a requisition not found for the document number used. See paragraph 5.3.3.8 for processing instructions.

c. If you do not want to select a record, press [ESC] with no entry. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

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5.3.3.5 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 1 Ring Menu. Use this screen (fig. 5.3-9) to review the manager referral record you select and to choose the next processing step.

Manager Referral Option 1 Ring Menu		
OPTIONS: DELETE STATUS RECORD RETURN eXit		
<hr/>		
DATE: 01 MAY 92	PROCESS MANAGER REFERRAL RECORD	AJK-614
<hr/>		
DOCUMENT NUMBER W26QKQ20540037		
<hr/>		
REQUISITION DATA:	STATUS DATA:	
NSN: 8905010503192	NSN: 8905010503192	
ITEM NAME: BEEF PATTIES W/SOY	ITEM NAME: BEEF PATTIES W/SOY	
UI: LB	UI: LB	
QTY DUE-IN: 792	QTY DUE-IN: 792	
RDD: 19 Apr 92	RDD:	
	ESD:	
	DIC: AS1	
	STATUS:	
	DMD ____ CD:	
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF		
THE STATUS RECORD WILL BE FLAGGED FOR DELETION.		
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>		
Please enter 'C' or leave blank.		

Figure 5.3-9. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 1 Ring Menu.

- a. Review the requisition data and select one of the following options:
 - b. Select DELETE STATUS RECORD to mark the record for deletion.
 - (1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.
- OR
- (2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.
 - c. Select RETURN and the Document History Command Menu is displayed.
 - d. Select eXit and the system login screen is displayed.

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5.3.3.6 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 2 Ring Menu. Use this screen (fig. 5.3-10) to review the manager referral record you select and to choose the next processing step.

Manager Referral Option 2 Ring Menu		
OPTIONS: DELETE STATUS RECORD PROCESS STATUS RECORD AGAIN RETURN eXit		
DATE: 01 MAY 92	PROCESS MANAGER REFERRAL RECORD	AJK-614
DOCUMENT NUMBER W26QKQ20540037		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">REQUISITION DATA:</div><div style="width: 48%;">STATUS DATA:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">NSN: 8905010503192</div><div style="width: 48%;">NSN: 8905010503192</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">ITEM NAME: BEEF PATTIES W/SOY</div><div style="width: 48%;">ITEM NAME: BEEF PATTIES W/SOY</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">UI: LB</div><div style="width: 48%;">UI: LB</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">QTY DUE-IN: 792</div><div style="width: 48%;">QTY DUE-IN: 792</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">RDD: 19 Apr 92</div><div style="width: 48%;">RDD:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">ESD:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">DIC: AS1</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">STATUS:</div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"></div><div style="width: 48%;">DMD ___ CD:</div></div>		
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF		
THE STATUS RECORD WILL BE FLAGGED FOR DELETION.		
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>		
Please enter 'C' or leave blank.		

Figure 5.3-10. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 2 Ring Menu.

- a. Review the requisition data and select one of the following options:
- b. Select DELETE STATUS RECORD to mark the record for deletion.

(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

- c. Select PROCESS STATUS RECORD AGAIN to flag record for reprocessing.

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(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

NOTE: When the stock number is not on the MIF or is a duplicate stock number, the record must be added or deleted from the MIF before the referral record can be processed. See paragraph 7.2 for MIF maintenance processing instructions.

d. Select RETURN and the Document History Command Menu is displayed.

e. Select eXit and the system login screen is displayed.

5.3.3.7 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 3 Ring Menu. Use this screen (fig. 5.3-11) to review the manager referral record you select and choose the next processing step.

Manager Referral Option 3 Ring Menu		
OPTIONS: DELETE STATUS RECORD MODIFY REQUISITION QUANTITY RETURN eXit		
<hr/>		
DATE: 01 MAY 92	PROCESS MANAGER REFERRAL RECORD	AJK-614
DOCUMENT NUMBER		W26QKQ20540037
REQUISITION DATA:		
NSN: 8905010503192		
ITEM NAME: BEEF PATTIES W/SOY		
UI: LB		
QTY DUE-IN: 792		
RDD: 19 Apr 92		
STATUS DATA:		
NSN: 8905010503192		
ITEM NAME: BEEF PATTIES W/SOY		
UI: LB		
QTY DUE-IN: 792		
RDD:		
ESD:		
DIC: AS1		
STATUS:		
DMD ____ CD:		
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF		
THE STATUS RECORD WILL BE FLAGGED FOR DELETION.		
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>		
Please enter 'C' or leave blank.		

Figure 5.3-11. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 3 Ring Menu.

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- a. Review the requisition data and select one of the following options:
- b. Select DELETE STATUS RECORD to mark the record for deletion.

(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

c. Select MODIFY REQUISITION QUANTITY to re-open the requisition on the DHF and flag the status record for processing.

(1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.

OR

(2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

NOTE: The requisition on the DHF is reopened by adding the quantity on the referral record.

- d. Select RETURN and the Document History Command Menu is displayed.
- e. Select eXit and the system login screen is displayed.

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5.3.3.8 Process Manager Referral Record Screen AJK-614 with Manager Referral Option 4 Ring Menu. Use this screen (fig. 5.3-12) to review the manager referral record you select and to choose the next processing step.

Manager Referral Option 4 Ring Menu		
OPTIONS: DELETE STATUS RECORD RETURN eXit		
<hr/>		
DATE: 01 MAY 92	PROCESS MANAGER REFERRAL RECORD	AJK-614
<hr/>		
DOCUMENT NUMBER W26QKQ20540037		
<hr/>		
REQUISITION DATA:	STATUS DATA:	
NSN: 8905010503192	NSN: 8905010503192	
ITEM NAME: BEEF PATTIES W/SOY	ITEM NAME: BEEF PATTIES W/SOY	
UI: LB	UI: LB	
QTY DUE-IN: 792	QTY DUE-IN: 792	
RDD: 19 Apr 92	RDD:	
	ESD:	
	DIC: AS1	
	STATUS:	
	DMD___CD:	
EXCEPTION MESSAGE: A DUPLICATE RECORD EXISTS IN DHF		
THE STATUS RECORD WILL BE FLAGGED FOR DELETION.		
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>		
Please enter 'C' or leave blank.		

Figure 5.3-12. Process Manager Referral Record Screen (AJK-614) with Manager Referral Option 4 Ring Menu.

- a. Review the requisition data and select one of the following options:
 - b. Select DELETE STATUS RECORD to mark the record for deletion.
 - (1) The CONFIRM OPTION field is displayed. Enter C and press [ESC]. The Options Ring Menu is displayed. See paragraph 5.3.3.10 for processing instructions.
- OR
- (2) Press [ESC] with no entry. The cursor moves back to the Options Ring Menu at the top of the screen.

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c. Select ADD REQUISITION RECORD and the Add AE Status to DHI Screen AJK-616 is displayed.

d. Select RETURN and the Document History Command Menu is displayed.

e. Select eXit and the system login screen is displayed.

5.3.3.9 Add AE Status Record to DHI Screen AJK-616. Use this screen (fig. 5.3-13) to create an AE2 status record.

a. Enter data in the specified fields.

[]	
DATE: [11 Apr 92]		AJK-616	
ADD AE STATUS RECORD TO DHI			
DOCUMENT NUMBER		W26QKQ20540037	
ENTER STATUS CODE AND PRESS <ESC>: [BA]			
NSN:	[8905010503192]	ITEM NAME	BEEF PATTIES W/SOY
DIC:	[AE2]	RIC	[S9P]
MS__DC	[S]	UI	[LB]
QTY	[792]	DMDCD	[]
SUPPL__ADD__CD	[Y00000]	SIGCD	[A]
FUND__CD	[TK]	DISTCD	[]
PROJ__CD	[]	PRICD	[15]
RDD	[19 APR 92]	ESD	[] [] []
RIC	[]	UPR	[0.89]
[] WHEN FINISHED ENTERING DATA PRESS <ESC>			
TO CONFIRM YOUR ACTION PLEASE ENTER 'C' HERE: C <input type="checkbox"/>			
Must change NSN when Status Code = BH. May change NSN when Status Code = BG.			

Figure 5.3-13. Add AE Status Record to DHI Screen (AJK-616).

b. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

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(1) Enter C and press [ESC]. The Document History Transaction Input File is added to the record and the Options Ring Menu is displayed.

OR

(2) To discard your entries, press [ESC] with no entry. The Options Ring Menu is displayed.

5.3.3.10 Options Ring Menu. Use this ring menu (fig. 5.3-14) to continue processing, return to the Document History Command Menu, or exit processing.

OPTIONS: ENTER ANOTHER DOCUMENT NUMBER RETURN eXit
Process another Manager Referral Document.

Figure 5.3-14. Options Ring Menu.

a. Select ENTER ANOTHER DOCUMENT NUMBER and the Enter Manager Referral Document Number Screen AJK-622 is displayed.

b. Select RETURN and the Document History Command Menu is displayed.

c. Select eXit and the system login screen is displayed.

5.3.3.11 Outputs. No reports are printed during this process. However, the End of Day Batch process can produce reports pertaining to the Manager Referral process. These reports should be reviewed and action taken to process necessary manager referrals.

5.3.4 Document History Inquiry Process. Use this process to query the Document History File by document number and review the history of requisition transactions.

5.3.4.1 Processing Restrictions. All requisitions must be created and released to DPSC before it can qualify for the Document History File.

5.3.4.2 Processing Materials. Use the following information to complete this process:

a. The Daily Transaction Register Report (PCN AJK-6M1).

b. The Monthly Transaction Register Report (PCN AJK-6N1).

c. The Open Due-in Listing Report (PCN AJK-6J1).

5.3.4.3 Document History Inquiry Screen AJK-619. To begin the Document History File Inquiry process, select D from the Document History Command Menu. The Document History Inquiry Screen (fig. 5.3-15) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

[DATE: [17 Jun 90]	[DOCUMENT HISTORY INQUIRY SCREEN] AJK-619
ENTER THE DOCUMENT NUMBER TO PROCESS		
DOCUMENT NUMBER [W26QKQ] [01580099]		
[] WHEN FINISHED ENTERING THE DATA DEPRESS <ESCAPE>		
ENTER THE REMAINING PORTION OF THE DOCUMENT NUMBER.		

Figure 5.3-15. Document History Inquiry Screen (AJK-619).

a. To change the DODAAC, enter a new one over the old and press [ENTER]. The cursor moves to the SERIAL NUMBER field.

OR

b. Press [ENTER] with no entry and the cursor moves to the SERIAL NUMBER field.

c. Enter an eight-digit serial number and press [ESC]. The Document History Inquiry Screen AJK-623 is displayed.

OR

d. Press [ENTER] until the cursor moves back to the DODAAC field. You can correct your entries.

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5.3.4.4 Document History Inquiry Screen AJK-623. Use this screen (fig. 5.3-16) to review the history of the document number you enter on Screen AJK-619. The cursor is positioned in the DIC field for the first transaction.

DATE: 16 Jun 90		DOCUMENT HISTORY INQUIRY				AJK-623	
DON: W26QKQ01580099				SUP ADDRESS: Y00000			
SUFFIX							
DIC	NSN/MCN	U/I	QTY	PRICE	CD	RDD	STATUS
AOA	8905-00-285-2075	LB	55	1.36	R	0170	
ATA	8905-00-285-2075	LB	55	1.36	R	0170	
WHEN FINISHED VIEWING ALL OF THE DATA DEPRESS <ESCAPE>							

Figure 5.3-16. Document History Inquiry Screen (AJK-623).

- a. This screen displays the document number, supplementary address, document identifier codes, NSN/MCN, unit of issue, quantity, price, suffix code, RDD, and status of each transaction (if applicable).
- b. Use the [ENTER] or ARROW keys to scroll forward and back by line.
- c. When you finish your review, press [ESC]. The message: **Do you wish to print this inquiry? Enter [Y/N] and depress <ENTER>.** is displayed.
 - (1) Enter Y to print and press [ENTER]. The message: **Printing report. Please wait.** is displayed. Then, the Options Ring Menu is displayed. See paragraph 5.3.4.5 for processing instructions.

OR

- (2) Enter N for no print, and press [ENTER]. The Options Ring Menu is displayed.

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5.3.4.5 Options Ring Menu - Inquiry Status. Use this ring menu (fig. 5.3-17) to query another document number, return to the Document History Command Menu, or exit processing.

OPTIONS: ENTER ANOTHER DOCUMENT NUMBER RETURN eXit Select another Record for Inquiry.
--

Figure 5.3-17. Options Ring Menu - Inquiry Status.

- a. Select ENTER ANOTHER DOCUMENT NUMBER and the Document History Inquiry Screen AJK-619 is displayed.
- b. Select RETURN and the Document History Command Menu is displayed.
- c. Select eXit and the system login screen is displayed.

5.3.4.6 Outputs.

a. The Document History Inquiry Report (PCN AJK-YI1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18d, TISA Reports (2-year file).
- (2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it. For example:

COFF: 30 Sep 01 DEST: Oct 03

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5.3.5 Create An AMA/AM1 Transaction Process. Use this process to create AMA (CONUS) or AM1 (OCONUS) transactions to modify records for DPSC requisitions.

5.3.5.1 Processing Restrictions. Before you can create an AMA/AM1 transaction, the requisition must be created and released to DPSC. See paragraph 5.4 for requisition processing instructions.

5.3.5.2 Processing Materials. The Open Due-in Listing Report (PCN AJK-6J1) gives you information for requisitions due in to the TISA.

5.3.5.3 Create An AMA/AM1 Transaction Screen AJK-617. To begin creating AMA/AM1 records, select E from the Document History Command Menu. The Create An AMA/AM1 Transaction Screen (fig. 5.3-18) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

[DATE: {17 jun 90}		CREATE AN AMA/AM1 TRANSACTION		AJK-617]	
		DOCUMENT NUMBER		[W26QKQ]		[01580049]			
NSN		[8905-00-133-5887]		ITEM NAME		[BEEF SHOULDER CLOD]	
RDD		[19] [JUN] [90]		PROJ_CD		[]	
FUND_CD		[TK]		SUPPL_ADD_CD		[Y00000]			
SIG_CD		[A]		PRI_CD		[15]			
ADV_CD		[2J]		MS_CD		[S]			
		[CONFIRM INDICATOR:		[Y]	
Enter 'Y' to confirm or 'N' to not confirm and press <ESC>.									

Figure 5.3-18. Create an AMA/AM1 Transaction Screen (AJK-617).

a. To change the DODAAC, enter a new one over the old and press [ENTER]. The cursor moves to the SERIAL NUMBER field.

OR

b. Press [ENTER] with no entry and the cursor moves to the SERIAL NUMBER field.

c. Enter an eight-digit serial number and press [ENTER]. All requisition data for that document number is displayed. Then, the cursor moves to the RDD field.

NOTE: When creating AMA/AM1 records, the NSN or ITEM NAME field can't be changed. All other fields are mandatory entries, except the PROJ_CD field.

d. Enter a new required delivery date (if necessary) and press [ENTER]. The cursor moves to the PROJ_CD field.

e. Use the [ENTER] or ARROW keys to scroll through the remaining block of information. Make changes when needed.

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f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. A message is displayed: **The AM record is being created.** Then, the Document History Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **The AM record will not be created.** Then, the Document History Command Menu is displayed.

5.3.5.4 Outputs. No reports are printed during this process. However, the End of Day Batch process can produce reports pertaining to the status of requisitions released to DPSC. These reports should be reviewed when action is taken to modify those transactions.

5.4 Requisitions Subfunction.

a. Use the Requisitions subfunction to create candidate requisitions, adjust recommended order quantities (ROQ), release requisitions to the Defense Supply Center Philadelphia (DPSC), and generate requisitions for items not normally stored at the TISA. A post-post process is also given so you can enter requisitions that are created and processed manually.

b. The requisition processes should be run in the following sequence:

(1) Create Candidate Requisitions (para 5.4.1).

(2) Review/Adjust Candidate Requisitions (para 5.4.2).

(3) Release Requisitions (para 5.4.3).

c. The remaining processes, Create Special Items Requisitions (para 5.4.4) and Create Post-Post Requisitions (para 5.4.5), can be run any time during the accounting period.

d. To review the processes in Requisitions, select C from the Stock Accounting Command Menu.

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e. The Requisitioning Command Menu (fig. 5.4-1) displays the Requisitioning processes. Use A thru E to create candidate requisitions. Use R to return to the Stock Accounting Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

Requisitioning Command Options: A B C D E R X			
Create Candidate Requisitions.			
DATE 17 Jun 90		REQUISITIONING COMMAND MENU	
AJK-676			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	CREATE CANDIDATE RQNS	R -	RETURN TO STOCK ACCOUNTING COMMAND MENU
B -	REVIEW AND ADJUST CANDIDATE RQNS	X -	EXIT FROM TISA PROCESSING
C -	RELEASE RQNS		
D -	CREATE SPECIAL ITEM RQNS		
E -	CREATE POST-POST RQNS		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 5.4-1. Requisitioning Command Menu Screen (AJK-676).

5.4.1 Create Candidate Requisitions Process. Use this process to create candidate requisitions for DPSC and local purchase items.

5.4.1.1 Processing Restrictions. The Delivery Frequency File must be developed before you submit DPSC Candidate Requisitions.

5.4.1.2 Processing Materials. Use the Master Item File Report (PCN AJK-MIF) to complete this process.

5.4.1.3 Create Candidate Requisitions Ring Menu. To create a candidate requisition, select option A from the Requisitioning Command Menu. The Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed. You can choose to create requisitions for all items, selected items, return to the Requisitioning Command Menu, or exit processing.

CREATE CANDIDATE RQNS: ALL SELECTED RETURN EXIT
Create candidate requisition worksheets for all items.

Figure 5.4-2. Create Candidate Rqns Ring Menu.

- a. Select ALL and the Create All Candidate Rqns Ring Menu is displayed.
- b. Choose SELECTED and the Create Selected Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.6 for processing instructions.
- c. Select RETURN and the Requisitioning Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.4.1.4 Create All Candidate Rqns Ring Menu. Use this ring menu (fig. 5.4-3) to choose which source you want to requisition your items from.

CREATE ALL CANDIDATE RQNS: DPSC LOCAL PURCHASE RETURN EXIT
Calculate ROQ and create DPSC candidate requisitions.

Figure 5.4-3. Create All Candidate Rqns Ring Menu.

- a. Select DPSC and the Select Perishability Ring Menu (fig. 5.4-4) for DPSC items is displayed.
- b. Select LOCAL PURCHASE and the Select Perishability Ring Menu for local purchase items is displayed. See paragraph 5.4.1.5 for processing instructions.
- c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.4.1.4.1 Select Perishability Ring Menu - DPSC. Use this ring menu (fig. 5.4-4) to choose which commodity group you want to requisition.

SELECT PERISHABILITY: SEMIPERISHABLE PERISHABLE RETURN EXIT
Create All Candidates for semiperishable items.

Figure 5.4-4. Select Perishability Ring Menu - DPSC.

- a. Select SEMIPERISHABLE and the Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-666 (fig. 5.4-5) is displayed.
- b. Select PERISHABLE and the Create All Candidate Requisitions DPSC/Perishable Screen AJK-666 (fig. 5.4-7) is displayed.
- c. Select RETURN and the Create All Candidate Rqns Ring Menu (fig. 5.4-3) is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.4.1.4.2 Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-666. Use this screen (fig. 5.4-5) to enter data when you create all DPSC requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.

DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS DPSC/SEMIPERISHABLE	AJK-666
	OCT 1991 REQUISITION MONTH, YEAR MMM YYYY	
PROJECT CODE		
FUND CODE TK		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y		

Must enter 'Y' or leave blank

Figure 5.4-5. Create All Candidate Requisitions DPSC/Semiperishable Screen (AJK-666).

a. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

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(1) Enter Y to confirm and press [ESC]. The Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-667 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

NOTE: To interrupt processing throughout the Create Candidate Rqns process, press [DELETE]. The DEL Options Ring Menu is displayed. See paragraph 5.4.1.8 for processing instructions.

5.4.1.4.3 Create All Candidate Requisitions DPSC/Semiperishable Screen AJK-667. Use this screen (fig. 5.4-6) to choose demand data that is used to calculate the recommended order quantities for DPSC semiperishable items. The cursor is positioned in the HERE field.

When finished entering data, depress <ESC>.			
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS DPSC/SEMIPERISHABLE		AJK-667
TO SELECT THE LAST SIX MONTHS DEMAND, ENTER "L" HERE: OR DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	MONTH	MONTH	MONTH
X JAN	X FEB	X MAR	X APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-6. Create All Candidate Requisitions DPSC/Semiperishable Screen (AJK-667).

a. Enter L to select data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y and press [ESC]. The Candidate Requisitions Worksheet (PCN AJK-TT1 or TT2) is printed. Then, the Create Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Candidate Requisitions Worksheet is printed. Then, the Create Candidate Rqns Ring Menu is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

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5.4.1.4.4 Create All Candidate Requisitions DPSC/Perishable Screen AJK-666. Use this screen (fig. 5.4-7) to enter data when you create all DPSC perishable requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS	AJK-666
	DPSC/PERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-7. Create All Candidate Requisitions DPSC/Perishable Screen (AJK-666).

a. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

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(1) Enter Y to confirm and press [ESC]. The DFF Inquiry Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

5.4.1.4.5 DFF Inquiry Ring Menu. Use this ring menu (fig. 5.4-8) to view the Delivery Frequency Schedule, continue processing, return to the Create Candidate Rqns Ring Menu, or exit processing.

DFI Inquiry: VIEW CONTINUE RETURN EXIT
View Delivery Frequency Schedule.

Figure 5.4-8. DFF Inquiry Ring Menu.

- a. Select VIEW and the Delivery Frequency File Inquiry Screen AJK-801 (fig. 5.4-9) is displayed.
- b. Select CONTINUE and the Create All Candidate Requisitions DPSC/Perishable Screen AJK-667 (fig. 5.4-10) is displayed.
- c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.4.1.4.6 Delivery Frequency File Inquiry Screen AJK-801 - All. Use this screen (fig. 5.4-9) to view the delivery frequency schedule for the month you want to request perishable items. The cursor is positioned in the first scheduled day for delivery.

When finished viewing schedule, depress <ESC>.						
An 'X' indicates a scheduled delivery day.						
DATE: 10 Sep 91		DELIVERY FREQUENCY SCHEDULE FILE INQUIRY				AJK-801
DELIVERY FREQUENCY SCHEDULE FOR THE MONTH OF OCT						
SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2 X	3	4
5	6	7 X	8	9 X	10	11
12	13	14 X	15	16 X	17	18
19	20	21 X	22	23 X	24	25
26	27	28 X	29	30	31	
To change the delivery schedule, exit this process and enter changes thru File Maintenance Process.						

Figure 5.4-9. Delivery Frequency File Inquiry Screen (AJK-801).

- a. An X is displayed next to each available delivery day.
- b. Use the [ENTER] or ARROW keys to scroll forward and back through the month.
- c. When you finish your review, press [ESC]. The Create All Candidate Requisitions DPSC/Perishable Screen AJK-667 (fig. 5.4-10) is displayed.

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5.4.1.4.7 Create All Candidate Requisitions DPSC/Perishable Screen AJK-667. Use this screen (fig. 5.4-10) to choose demand data that is used to calculate the recommended order quantities for DPSC perishable items. The cursor is positioned in the HERE field.

When finished entering data, depress <ESC>.			
DATE: 12 Sep 91	CREATE ALL CANDIDATE REQUISITIONS DPSC/PERISHABLE	AJK-667	
TO SELECT THE LAST SIX MONTHS DEMAND. ENTER "L" HERE :L OR DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	MONTH	MONTH	MONTH
JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-10. Create All Candidate Requisitions DPSC/Perishable Screen (AJK-667).

NOTE: The remaining processing steps are the same as when you complete the All Candidate Requisitions option for DPSC semiperishable items. See paragraph 5.4.1.4.3 for processing instructions.

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5.4.1.5 Select Perishability Ring Menu - Local Purchase. To process local purchase requisitions, select ALL from the Create Candidate Rqns Ring Menu. The Create All Candidate Rqns Ring Menu is displayed. Select LOCAL PURCHASE from this ring menu and the Select Perishability Ring Menu - Local Purchase is displayed. Use this ring menu (fig. 5.4-11) to select the perishability of items to requisition.

SELECT PERISHABILITY: SEMIPERISHABLE PERISHABLE RETURN EXIT
Create Candidates for semiperishable items.

Figure 5.4-11. Select Perishability Ring Menu - Local Purchase.

- a. Select SEMIPERISHABLE and the Create All Candidate Requisitions Local Purchase/Semiperishable Screen AJK-666 is displayed. See paragraph 5.4.1.5.1 for processing instructions.
- b. Select PERISHABLE and the Create All Candidate Requisitions Local Purchase/Perishable Screen AJK-666 is displayed. See paragraph 5.4.1.5.1 for processing instructions.
- c. Select RETURN and the Create All Candidate Rqns Ring Menu (fig. 5.4-3) is displayed.
- d. Select EXIT and the system login screen is displayed.

NOTE: The processing steps and screens for the Local Purchase Create All Candidate Requisitions/Perishable are the same as the Create All Candidate Requisitions for Semiperishable.

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5.4.1.5.1 Create All Candidate Requisitions Local Purchase/ Semiperishable Screen AJK-666.

Use this screen (fig. 5.4-12) to enter the delivery date when creating all local purchase requisitions. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/SEMIPERISHABLE	
10 OCT 91	REQUIRED DELIVERY DATE	
DD MMM YY		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-12. Create All Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-666).

a. Enter a required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

(1) Enter Y to confirm and press [ESC]. The Create All Candidate Requisitions Local Purchase/Semiperishable Screen AJK-667 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

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5.4.1.5.2 Create All Candidate Requisitions Local Purchase/ Semiperishable Screen AJK-667.
Use this screen (fig. 5.4-13) to choose demand data used to calculate the recommended order quantities for local purchase items. The cursor is positioned in the HERE field.

When finished entering data, depress <ESC>.			
DATE: 10 Sep 91	CREATE ALL CANDIDATE REQUISITIONS		AJK-667
LOCAL PURCHASE/SEMIPERISHABLE			
TO SELECT THE LAST SIX MONTHS DEMAND. ENTER "L" HERE: L OR			
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	MONTH	MONTH	MONTH
X JAN	X FEB	X MAR	X APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-13. Create All Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-667).

a. Enter L to select data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Candidate Requisitions Worksheet (PCN AJK-TT1 or TT2) is printed. Then, the Create Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

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(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Candidate Requisitions Worksheet (PCN AJK-TT1 or TT2) is printed. Then, the Create Candidate Rqns Ring Menu is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

5.4.1.6 Create Selected Candidate Rqns Ring Menu. To create selected candidate requisitions, choose SELECTED from the Create Candidate Rqns Ring Menu. The Create Selected Candidate Rqns Ring Menu is displayed. Use this ring menu (fig. 5.4-14) to choose the supply source for the items you want to requisition.

CREATE SELECTED CANDIDATE RQNS: DPSC LOCAL PURCHASE RETURN EXIT
Calculate ROQ and create DPSC candidate requisitions.

Figure 5.4-14. Create Selected Candidate Rqns Ring Menu.

a. Select DPSC and the Select Perishability Ring Menu for DPSC items is displayed. See paragraph 5.4.1.6.1 for processing instructions.

b. Select LOCAL PURCHASE and the Select Perishability Ring Menu for local purchase items is displayed. See paragraph 5.4.1.7 for processing instructions.

c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.

d. Select EXIT and the system login screen is displayed.

5.4.1.6.1 Select Perishability Ring Menu - DPSC. Use this ring menu (fig. 5.4-15) to choose the perishability of DPSC items you want to requisition.

SELECT PERISHABILITY: SEMIPERISHABLE PERISHABLE RETURN EXIT
Create Candidates for semiperishable items.

Figure 5.4-15. Select Perishability Ring Menu.

- a. Select SEMIPERISHABLE and the Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-666 is displayed. See paragraph 5.4.1.6.2 for processing instructions.
- b. Select PERISHABLE and the Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-666 is displayed. See paragraph 5.4.1.6.7 for processing instructions.
- c. Select RETURN and the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.4.1.6.2 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-666. Use this screen (fig. 5.4-16) to enter data when you create selected DPSC semiperishable requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	DPSC/SEMIPERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR: Y	
Must enter 'Y' or leave blank		

Figure 5.4-16. Create Selected Candidate Requisitions DPSC/Semperishable Screen (AJK-666).

a. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

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d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-668 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

5.4.1.6.3 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-668. Use this screen (fig. 5.4-17) to enter TIINs for selected DPSC semiperishable items you want to order. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-668
DPSC/SEMIPERISHABLE		
TIIN	ITEM NAME	
000-0137	SAUCE STEAK 5-10 OZ	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		

Figure 5.4-17. Create Selected Candidate Requisitions DPSC/Semiperishable Screen (AJK-668).

a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can correct your entry.

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(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-669 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

5.4.1.6.4 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-669. Use this screen (fig. 5.4-18) to choose demand data that is used to calculate recommended order quantities for DPSC selected items. The cursor is positioned in the HERE field.

When finished entering data, Depress <ESC>.			
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS	
		AJK-669	
DPSC/SEMIPERISHABLE			
NSN/MCN: 8950-00-000-0137		ITEM NAME: SAUCE STEAK 5-10 OZ	
TO SELECT THE LAST 6 MONTHS DEMAND, ENTER "L" HERE: OR			
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	RECUR DEMAND	MONTH	RECUR DEMAND
JAN	106	FEB	175
MAR	101	APR	118
MAY	0	JUN	360
JUL	163	AUG	142
SEP	84	OCT	172
NOV	156	DEC	102

Figure 5.4-18. Create Selected Candidate Requisitions DPSC/Semiperishable Screen (AJK-669).

a. Enter L to select demand data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-672 (fig. 5.4-19) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter an X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-672 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

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5.4.1.6.5 Create Selected Candidate Requisitions DPSC/Semiperishable Screen AJK-672. Use this screen (fig. 5.4-19) to enter or change the recommended order quantity for an item. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.												
Enter '0' in the ROQ field to delete the Item.												
DATE: 12 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS							AJK-672			
DPSC/SEMIPERISHABLE												
NSN/MCN		ITEM NAME			UI	U/PACK	U/PACK		QTY	ROQ	RDD	
8950-00-000-0137		SAUCE STEAK 5-10 OZ			BT	CS	24		96	197		
DEMAND:												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RECUR	50	106	0	118	0	360	163	84	0	172	156	102
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.												
CONFIRM INDICATOR: Y												
Must enter 'Y' or leave blank												

Figure 5.4-19. Create Selected Candidate Requisitions DPSC/Semiperishable Screen (AJK-672).

a. Enter the recommended order quantity and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

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(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.6.6 Processing Options Ring Menu - DPSC. Use this ring menu (fig. 5.4-20) to continue creating candidate requisitions, return to the Create Selected Candidate Rqns Ring Menu, or exit processing.

PROCESSING OPTIONS: CONTINUE FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-20. Processing Options Ring Menu.

- a. Select CONTINUE and the Create Selected Candidate Requisitions DPSC/ Semiperishable Screen AJK-668 (fig. 5.4-17) is displayed.
- b. Select FINISHED and the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.
- c. Select EXIT and the system login screen is displayed.

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5.4.1.6.7 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-666. To create selected DPSC perishable requisitions, select PERISHABLE from the Select Perishability Ring Menu - DPSC (para 5.4.2.6). The Create Selected Candidate Requisitions DPSC/Perishable Screen is displayed.

a. Use this screen (fig. 5.4-21) to enter data when you create selected DPSC perishable requisitions. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	DPSC/PERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.	
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-21. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-666).

b. Enter the requisition month and year and the cursor moves to the PROJECT CODE field.

c. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

d. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

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e. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

f. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The DFF Inquiry Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

5.4.1.6.8 DFF Inquiry Ring Menu. Use this ring menu (fig. 5.4-22) to view the delivery frequency schedule, continue processing, return to Create Candidate Rqns Ring Menu, or exit processing.

DFI Inquiry: VIEW CONTINUE RETURN EXIT
View Delivery Frequency Schedule.

Figure 5.4-22. DFF Inquiry Ring Menu.

a. Select VIEW and the Delivery Frequency File Inquiry Screen AJK-801 (fig. 5.4-23) is displayed.

b. Select CONTINUE and the Create Selected Candidate Requisitions DPSC/ Perishable Screen AJK-668 is displayed. See paragraph 5.4.1.6.10 for processing instructions.

c. Select RETURN and the Create Candidate Rqns Ring Menu (fig. 5.4-2) is displayed.

d. Select EXIT and the system login screen is displayed.

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5.4.1.6.9 Delivery Frequency File Inquiry Screen AJK-801 - Selected. Use this screen (fig. 5.4-23) to view the delivery frequency schedule for the month you want to request selected perishable items. The cursor is positioned in the first scheduled day for delivery.

When finished viewing schedule, depress <ESC>.							
An 'X' indicates a scheduled delivery day.							
DATE: 10 Sep 91		DELIVERY FREQUENCY SCHEDULE FILE INQUIRY				AJK-801	
DELIVERY FREQUENCY SCHEDULE FOR THE MONTH OF OCT							
SUN	MON	TUE	WED	THUR	FRI	SAT	
			1	2 X	3	4	
5	6	7 X	8	9 X	10	11	
12	13	14 X	15	16 X	17	18	
19	20	21 X	22	23 X	24	25	
26	27	28 X	29	30	31		
To change the delivery schedule, exit this process and enter changes thru File Maintenance Process.							

Figure 5.4-23. Delivery Frequency File Inquiry Screen (AJK-801) - Selected.

- a. An X is displayed next to each available delivery day.
- b. Use the [ENTER] or ARROW keys to scroll forward and back through the month.
- c. When you finish your review, press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-668 (fig. 5.4-24) is displayed.

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5.4.1.6.10 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-668. Use this screen (fig. 5.4-24) to enter TIINs for selected DPSC items you want to order. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-668
	DPSC/PERISHABLE	
TIIN	ITEM NAME	
582-4053	FRUIT FZN STRAWBERRIES	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		

Figure 5.4-24. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-668).

a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can enter new data.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-669 (fig. 5.4-25) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

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5.4.1.6.11 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-669. Use this screen (fig. 5.4-25) to choose demand data used to calculate the recommended order quantity for selected DPSC perishable items. The cursor is positioned in the HERE field.

When finished entering data, Depress <ESC>.			
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS		AJK-669
DPSC/PERISHABLE			
NSN/MCN: 8915-00-582-7053	ITEM NAME:	FRUIT FZN STRAWBERRIES	
TO SELECT THE LAST 6 MONTHS DEMAND, ENTER "L" HERE:		OR	
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	RECUR DEMAND	MONTH	RECUR DEMAND
X JAN	561	FEB	332
X MAR	287	APR	242
X MAY	286	JUN	267
X JUL	0	AUG	0
X SEP	357	OCT	530
X NOV	678	DEC	254
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
		CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank			

Figure 5.4-25. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-669).

a. Enter L to choose data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-673 (fig 5.4-26) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Choose demand data from 3 to 6 months by entering X next to the month you want.

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(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-673 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

5.4.1.6.12 Create Selected Candidate Requisitions DPSC/Perishable Screen AJK-673. Use this screen (fig. 5.4-26) to enter or change recommended order quantities, and split the required delivery dates (if necessary). This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.													
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS										AJK-673	
DPSC/PERISHABLE													
NSN/MCN		ITEM NAME						UI	U/PACK	U/PACK		ROQ	
8915-00-582-4053		FRUIT FZN STRAWBERRIES						LB	CS	39		39	
DEMAND:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
RECUR	561	332	287	242	286	267	0	0	357	530	678	254	
SPLIT RDDS:													
RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY
274	39	276	0	278	0	281	0	283	0	285	0	288	0
290	0	292	0	295	0	297	0	299	0	302	0	304	0
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.													
CONFIRM INDICATOR: Y													
Must enter 'Y' or leave blank													

Figure 5.4-26. Create Selected Candidate Requisitions DPSC/Perishable Screen (AJK-673).

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a. Enter the recommended order quantity and press [ESC]. The cursor moves to the QTY field of the SPLIT RDD column.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field.

c. To change the quantity for a required delivery date, enter a new one over the old and press [ENTER]. The cursor moves to the next QTY field.

OR

d. Press [ENTER] to move the cursor to another quantity you want to change.

NOTE: The total recommended order quantity you enter is calculated and equally divided by the required delivery dates in the SPLIT RDD column.

e. Repeat steps c and d until you finish adjusting quantities.

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.6.13 Processing Options Ring Menu - DPSC. Use this ring menu (fig. 5.4-27) to continue creating candidate requisitions, return to the Create Selected Candidate Rqns Ring Menu, or exit processing.

PROCESSING OPTIONS: **CONTINUE** FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-27. Processing Options Ring Menu - DPSC.

a. Select CONTINUE and the Create Selected Candidate Requisitions DPSC/ Perishable Screen AJK-668 (fig. 5.4-24) is displayed.

b. Select FINISHED and the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.

- c. Select EXIT and the system login screen is displayed.

5.4.1.7 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-666.

To create selected local purchase requisitions, select LOCAL PURCHASE from the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14). The Select Perishability Ring Menu is displayed. Select SEMIPERISHABLE from this ring menu and the Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen is displayed.

- a. Use this screen (fig. 5.4-28) to enter a delivery date when creating selected local purchase requisitions. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/SEMIPERISHABLE	
	10 OCT 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-28. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-666).

- b. Enter a required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

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(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-668 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.1.7.1 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-668. Use this screen (fig. 5.4-29) to enter a TIIN for the item you want to requisition. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS LOCAL PURCHASE/SEMIPERISHABLE	AJK-668
TIIN 132-7782	ITEM NAME CEREAL ASST (72 PK PR BX)	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR Y		

Figure 5.4-29. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-668).

a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can enter new data.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-669 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

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5.4.1.7.2 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-669. Use this screen (fig. 5.4-30) to choose demand data used to calculate recommended order quantities for local purchase items. The cursor is positioned in the MONTH field.

When finished entering data, Depress <ESC>.			
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS LOCAL PURCHASE/PERISHABLE	
		AJK-669	
NSN/MCN: 8920-00-132-7782		ITEM NAME: CEREAL ASST (72 PK PR BX)	
TO SELCET THE LAST 6 MONTHS DEMAND, ENTER "L" HERE: OR DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH		RECUR DEMAND	
X JAN		475	
MAR		358	
X MAY		0	
JUL		297	
SEP		261	
NOV		534	
MONTH		RECUR DEMAND	
X FEB		404	
APR		279	
X JUN		400	
AUG		313	
OCT		421	
DEC		214	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-30. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-669).

a. Enter L to select data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-672 (fig. 5.4-31) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

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(1) Select demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-672 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

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5.4.1.7.3 Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-672. Use this screen (fig. 5.4-31) to enter a new recommended order quantity or change the old one. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.												
Enter '0' in the ROQ field to delete the Item.												
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS								AJK-672		
LOCAL PURCHASE/SEMIPERISHABLE												
NSN/MCN		ITEM NAME						UI	U/PACK	QTY	ROQ	RDD
8920-00-132-7782		CEREAL ASST (72 PK PR BX)						BX	CS	1	250	213
DEMAND:												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RECUR	475	404	358	279	0	400	297	313	261	421	534	214
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.												
CONFIRM INDICATOR: Y												
Must enter 'Y' or leave blank												

Figure 5.4-31. Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen (AJK-672).

a. Enter a recommended order quantity and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

c. When you want to zero the item, enter zero and press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.7.4 Processing Options Ring Menu - Local Purchase. Use this ring menu (fig. 5.4-32) to continue creating candidate requisitions, display the Select LP Output Ring Menu, or exit processing.

PROCESSING OPTIONS: CONTINUE FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-32. Processing Options Ring Menu.

a. Select CONTINUE and the Create Selected Candidate Requisitions Local Purchase/Semiperishable Screen AJK-668 (fig. 5.4-29) is displayed. You can create another requisition.

b. Select FINISHED and the Select LP Output Ring Menu is displayed.

c. Select EXIT and the system login screen is displayed.

5.4.1.7.5 Select LP Output Ring Menu. Use this ring menu (fig. 5.4-33) to print a list of local purchase candidate requisitions, return to the Select Perishability Ring Menu, or exit processing.

SELECT LP OUTPUT: SF 36 RETURN EXIT
Print the Standard Form 36 for procurement.

Figure 5.4-33. Select LP Output Ring Menu.

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- a. Select SF 36 and the Standard Form 36 (PCN AJK-T71) is printed for all semiperishable local purchase items you choose. Then, the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.
- b. Select RETURN and the Create Selected Candidate Rqns Ring Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

5.4.1.7.6 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-666.

To create selected local purchase perishable requisitions, select PERISHABLE from the Select Perishability Ring Menu. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen is displayed.

- a. Use this screen (fig. 5.4-34) to enter data when you choose to create selected local purchase requisitions. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/PERISHABLE	
	10 OCT 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-34. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-666).

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b. Enter the required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-668 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.1.7.7 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-668. Use this screen (fig. 5.4-35) to enter a TIIN for the local purchase item you want to order. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 10 Sep 91	CREATE SELECTED CANDIDATE REQUISITIONS	AJK-668
	LOCAL PURCHASE/PERISHABLE	
TIIN	ITEM NAME	
043-3198	EGGS SHELL DOM	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		

Figure 5.4-35. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-668).

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a. Enter a TIIN and press [ESC]. The item name is displayed. Then, the CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the TIIN field. You can enter new data.

(1) Enter Y to confirm and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-669 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field. You can enter new data.

5.4.1.7.8 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-669. Use this screen (fig. 5.4-36) to choose demand data used to calculate the recommended order quantity for selected local purchase perishable items. The cursor is positioned in the HERE field.

When finished entering data, Depress <ESC>.			
DATE: 10 Sep 91		CREATE SELECTED CANDIDATE REQUISITIONS	
		AJK-669	
LOCAL PURCHASE/PERISHABLE			
NSN/MCN: 8910-00-043-3198		ITEM NAME: EGGS SHELL DOM	
TO SELECT THE LAST 6 MONTHS DEMAND, ENTER "L" HERE: OR			
DEPRESS <ESC> TO BEGIN SELECTION OF BETWEEN 3 AND 6 DEMAND MONTHS			
MONTH	RECUR DEMAND	MONTH	RECUR DEMAND
JAN	45	FEB	0
MAR	0	APR	706
MAY	11174	JUN	11310
JUL	12017	AUG	13445
SEP	9666	OCT	10145
NOV	222	DEC	0
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-36. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-669).

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a. Enter L to choose data for the past 6 months and press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-672 (fig. 5.4-37) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the HERE field. You can correct your entry.

b. Press [ESC] with no entry in the HERE field and the cursor moves to the first month in the MONTH field.

(1) Choose demand data from 3 to 6 months by entering X next to the month you want.

(a) Enter X next to that month and press [ENTER]. The cursor moves to the next month.

OR

(b) Press [ENTER] to move the cursor to another month and enter X.

(2) When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter Y to confirm the months you select and press [ESC]. The Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-672 is displayed.

OR

(b) Press [ESC] with no entry and the cursor moves back to the HERE field. You can enter new data.

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5.4.1.7.9 Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-672.
Use this screen (fig. 5.4-37) to enter a new recommended order quantity or change the old one. This screen displays the NSN/MCN, item name, unit of issue, unit pack, quantity, ROQ, and RDD. The cursor is positioned in the ROQ field.

When finished entering data, depress <ESC>.												
Enter '0' in the ROQ field to delete the Item.												
DATE: 10 Sep 9		CREATE SELECTED CANDIDATE REQUISITIONS							AJK-672			
LOCAL PURCHASE/PERISHABLE												
NSN/MCN		ITEM NAME				UI	U/PACK	QTY	ROQ	RDD		
8910-00-043-3198		EGGS SHELL DOM				DZ	CS	30	30	283		
DEMAND:												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
RECUR	15234	14945	13037	11342	11174	11310	9557	0	9435	14492	15473	9006
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.												
CONFIRM INDICATOR Y												

Figure 5.4-37. Create Selected Candidate Requisitions Local Purchase/Perishable Screen (AJK-672).

a. Enter the recommended order quantity and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

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(1) Enter Y to confirm and press [ESC]. The Processing Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.1.7.10 Processing Options Ring Menu - Local Purchase. Use this ring menu (fig. 5.4-38) to continue creating candidate requisitions, display the Select LP Output Ring Menu, or exit processing.

PROCESSING OPTIONS: CONTINUE FINISHED EXIT
Continue entering selected TIINs.

Figure 5.4-38. Processing Options Ring Menu.

- a. Select CONTINUE and the Create Selected Candidate Requisitions Local Purchase/Perishable Screen AJK-668 (fig. 5.4-35) is displayed.
- b. Select FINISHED and the Select LP Output Ring Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

5.4.1.7.11 Select LP Output Ring Menu. Use this ring menu (fig. 5.4-39) to print a list of local purchase candidate requisitions, return to the Select Perishability Ring Menu, or exit processing.

SELECT LP OUTPUT SF 36 RETURN EXIT
Print the Standard Form 36 for procurement.

Figure 5.4-39. Select LP Output Ring Menu.

- a. Select SF 36 and the SF 36 Report (PCN AJK-T71) is printed for all perishable local purchase items selected. Then, the Create Selected Candidate Rqns Ring Menu (fig. 5.4-14) is displayed.
- b. Select RETURN and the Create Selected Candidate Rqns Ring Menu is displayed.

- c. Select EXIT and the system login screen is displayed.

5.4.1.8 DEL Options Ring Menu. Use this ring menu (fig. 5.4-40) to continue processing, start over, return to the Requisitioning Command Menu, or exit processing.

DEL OPTIONS: A B R X
Restart Input

Figure 5.4-40. DEL Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B to restart processing as follows:
 - (1) If you are creating candidate requisitions for all items, the Create All Candidates Rqns Ring Menu is displayed. See paragraph 5.4.1.4 for processing instructions.
 - (2) If you are creating candidate requisitions for selected items, the Create Selected Candidate Rqns Ring Menu is displayed. See paragraph 5.4.1.6 for processing instructions.
- c. Select R and the Requisitioning Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.4.1.9 Outputs.

- a. The DPSC Candidate Requisition Lists for semiperishable and perishable subsistence (PCNs AJK-TT1 and AJK-TT2) are printed based on the selections you make during the Create All DPSC Candidate Requisitions process.
- b. SF 36 Non-BPA Local Purchase Report (PCN AJK-T71) is printed based on your selections during the Create Selected Local Purchase Candidate Requisitions process.
- c. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

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- (1) File No. 30-18h, TISA Requisitions (1-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 93

5.4.2 Review/Adjust Candidate Requisitions Process. Use this process to review and adjust candidate requisitions before they are released to the supply source. To release requisitions, see paragraph 5.4.3 for processing instructions.

5.4.2.1 Processing Restrictions. None.

5.4.2.2 Processing Materials. None.

5.4.2.3 Modify Candidates Ring Menu. To begin the Review/Adjust Candidate Requisitions process, select B from the Requisitioning Command Menu. The Modify Candidates Ring Menu is displayed. Use this ring menu (fig. 5.4-41) to choose which candidate requisitions you want to adjust.

MODIFY CANDIDATES: DPSC LOCAL PURCHASE RETURN EXIT
Rev and adj DPSC candidates created by the 'Create Candidate Rqn Process'.

Figure 5.4-41. Modify Candidates Ring Menu.

- a. Select DPSC and the Select Range Ring Menu for DPSC items (fig. 5.4-42) is displayed.
- b. Select LOCAL PURCHASE and the Select Range Ring Menu for local purchase items is displayed. See paragraph 5.4.2.14 for processing instructions.
- c. Select RETURN and the Requisitioning Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.4.2.4 Select Range Ring Menu - DPSC. Use this ring menu (fig. 5.4-42) to select the category of DPSC requisitions you want to review and adjust.

SELECT RANGE: A B C D E R X
Modify all perishable items.

Figure 5.4-42. Select Range Ring Menu.

- a. Select A to review and adjust all perishable items. The Modify DPSC Candidates Perishable/All Screen AJK-666 (fig 5.4-43) is displayed.
- b. Select B to review and adjust all semiperishable items. The Modify DPSC Candidates Semiperishable/All Screen AJK-666 is displayed.
- c. Select C to review and adjust all perishable and semiperishable items at the same time. The Modify DPSC Candidates Screen AJK-666 is displayed. See paragraphs 5.4.2.5 thru 5.4.2.9 for processing instructions.
- d. Select D to review and adjust selected perishable items. The Modify DPSC Perishable/Selected Screen AJK-666 is displayed.
- e. Select E to review and adjust selected semiperishable items. The Modify DPSC Candidates Semiperishable/Selected Screen AJK-666 is displayed.
- f. Select R and the Modify Candidates Ring Menu (fig. 5.4-41) is displayed.
- g. Select X and the system login screen is displayed.

NOTE: The processing steps for the Modify DPSC Candidates Perishable/Semiperishable options are the same throughout. The appropriate screens that follow each data entry Screen AJK-666 are displayed in sequence.

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5.4.2.5 Modify DPSC Candidates Perishable/All Screen AJK-666. Use this screen (fig. 5.4-43) to enter data for the requisitions you want to review and adjust. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE:19 Sep 91	MODIFY DPSC CANDIDATES	AJK-666
	PERISHABLE/ALL	
OCT 1991	REQUISITION MONTH, YEAR	
MMM YYYY		
PROJECT CODE		
FUND CODE	TK	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-43. Modify DPSC Candidates Perishable/All Screen (AJK-666).

- a. Enter the month and year and the cursor moves to the PROJECT CODE field.
 - b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.
- OR
- c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.
 - d. Enter a fund code (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.
- OR
- e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

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(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidates Perishable/All Screen AJK-675 is displayed with the Modify Options Ring Menu at the top of the screen.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

NOTE: To interrupt processing throughout the Review/Adjust Candidates Requisitions process, press [DELETE]. The DEL Options Ring Menu is displayed. See paragraph 5.4.2.23 for processing instructions.

5.4.2.6 Modify Options Ring Menu. Use this ring menu (fig. 5.4-44) to adjust quantities for DPSC requisitions, continue the modify process, return to the Modify Candidates Ring Menu, or exit processing.

MODIFY OPTIONS: **ADJUST** CONTINUE RETURN EXIT
Adjust item.

Figure 54-44. Modify Options Ring Menu.

- a. Select ADJUST and the cursor moves to the ROQ field. See paragraph 5.4.2.7 for processing instructions.
- b. Select CONTINUE to skip an item. The Modify Candidates Ring Menu is re-displayed with the next item.
- c. Select RETURN and the Modify Candidates Ring Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.4.2.7 Modify DPSC Candidates Perishable/All Screen AJK-675. Use this screen (fig. 5.4-45) to adjust recommended order quantities for an item. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, and ROQ. The cursor is positioned in the ROQ field.

DATE: 19 Sep 91		MODIFY DPSC CANDIDATES				AJK-675	
PERISHABLE/ALL							
				U/PACK			
NSN/MCN	ITEM NAME			UI	U/PACK	QTY	ROQ
8915-00-044-1854	PIG FEET FRONT FZN			LB	CS	39	390
SPLIT RDDS:							
RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY
274	60	276	30	278	30	281	30
283	30	285	30	288	30	290	30
292	30	295	30	297	30	299	30
302	0	304	0				
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
CONFIRM INDICATOR: Y							
Must enter 'Y' or leave blank							

Figure 5.4-45. Modify DPSC Candidates Perishable/All Screen (AJK-675).

a. To change the recommended order quantity, enter a new one over the old and press [ESC]. The cursor moves to the SPLIT RDDS column in the QTY field for the first RDD.

OR

b. Press [ENTER] and the cursor moves back to the start of the ROQ field. You can correct your entry.

(1) Enter the adjusted quantity and press [ENTER].

OR

(2) Press [ENTER] with no entry and the cursor moves to the next QTY field.

c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y to confirm and press [ESC]. When you modify the last available item, the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.2.8 Modify DPSC Candidates Semiperishable/All Screen AJK-666. To modify all DPSC semiperishable requisitions, select B from the Select Range Ring Menu (para. 5.4.2.4). The Modify DPSC Candidates Semiperishable All Screen is displayed.

a. Use this screen (fig. 5.4-46) to enter data for the requisitions you want to review and adjust. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.		
DATE: 19 Sep 91	MODIFY DPSC CANDIDATES	AJK-666
	SEMIPERISHABLE/ALL	
	OCT 1992	REQUISITION MONTH, YEAR
	MMM YYYY	
	PROJECT CODE	
	FUND CODE	TK
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-46. Modify DPSC Candidates Semiperishable/All Screen (AJK-666).

b. Enter the month and year and the cursor moves to the PROJECT CODE field.

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c. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

d. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

e. Enter a fund code (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

f. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidate Semiperishable/All Screen AJK-674 is displayed. See paragraph 5.4.2.9 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

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5.4.2.9 Modify DPSC Candidates Semiperishable/All Screen AJK-674. Use this screen (fig. 5.4-47) to adjust the ROQ for all DPSC semiperishable items. This screen displays the NSN/MCN, item name, unit of issue, unit pack quantity, RDD, and ROQ. The cursor is positioned in the ROQ field for the first item.

When finished with changes depress <ESC>.							
DATE 19 Sep 91		MODIFY DPSC CANDIDATES SEMIPERISHABLE/ALL				AJK-674	
NSN/MCN		ITEM NAME		UI	U/PACK	QTY	RDD ROQ
8905-00-823-7095	FISH SQUARES DEHY #10 (B)		CN	CS	6	283	12
8905-00-926-6196	BEEF CHUNKS 29 OZ (B RAT)		CN	CS	24	283	48
8915-00-127-8272	APPLESAUCE # 10		CN	CS	6	283	120
8915-00-149-1571	SPICE GARLIC DEHY 12 OZ		JR	CS	12	283	60
8915-00-151-6571	CHERRIES LIGHT SWT #10		CN	CS	6	283	6
8915-00-170-5127	PINEAPPLE CHUNKS #10		CN	CS	6	283	282
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR:							
Must enter 'Y' or leave blank							

Figure 5.4-47. Modify DPSC Candidates Semiperishable/All Screen (AJK-674).

a. To change the ROQ, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] with no entry and the cursor moves to the next item.
- c. Use the [ENTER] or ARROW keys to review the items by line.
- d. Use the [F3] key to page forward and the [F4] key to page back.
- e. Repeat steps a thru d until you finish adjusting items.

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f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field for the first item. You can enter new data.

5.4.2.10 Modify DPSC Candidates Perishable/Selected Screen AJK-778. To modify selected DPSC perishable requisitions, select D from the Select Range Ring Menu. The Modify DPSC Candidates Perishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.8 for processing steps to complete this screen.

a. This screen (fig. 5.4-48) is displayed when you finish entering data on Screen AJK-666 to modify selected DPSC perishable items. Use it to enter TIINs for those items. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE 19 Sep 91	MODIFY DPSC CANDIDATES	AJK-778
	PERISHABLE/SELECTED	
TIIN	ITEM NAME	
403-9592	BACON SLICED FZN SHINGLE	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-48. Modify DPSC Candidates Perishable/Selected Screen (AJK-778).

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b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next line.

c. Repeat this step until you enter all the items you want to modify.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidates Perishable/Selected Screen AJK-675 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.11 Modify DPSC Candidates Perishable/Selected Screen AJK-675. Use this screen (fig. 5.4-49) to adjust recommended order quantities for selected DPSC items. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, and ROQ. The cursor is positioned in the ROQ field.

DATE: 19 Sep 91		MODIFY DPSC CANDIDATES				AJK-675			
PERISHABLE/SELECTED									
						U/PACK			
NSN/MCN	ITEM NAME				UI	U/PACK	QTY	ROQ	
8905-00-403-9592	BACON SLICED FZN SHINGLE				LB	CS	45	45	
 SPLIT RDDS:									
RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY	RDD	QTY
274	45	276	0	278	0	281	0	283	0
290	0	292	0	295	0	297	0	299	0
 TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y									
 Must enter 'Y' or leave blank									

Figure 5.4-49. Modify DPSC Candidates Perishable/Selected Screen (AJK-675).

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a. To change the recommended order quantity, enter a new one over the old and press [ENTER]. The cursor moves back to the start of the ROQ field. You can correct your entry.

OR

b. Press [ESC] and the cursor moves to the SPLIT RDDS column in the QTY field for the first required delivery.

(1) Enter a new quantity over the old and press [ENTER]. The cursor moves to the next QTY field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the next QTY field.

c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The database files are updated and the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3. for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

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5.4.2.12 Modify DPSC Candidates Semiperishable/Selected Screen AJK-778. To modify selected DPSC semiperishable requisitions, select E from the Select Range Ring Menu (para 5.4.2.4). The Modify DPSC Candidates Semiperishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.8 for processing steps to complete this screen.

a. Use this screen (fig. 5.4-50) to enter a TIIN for the selected DPSC item you want to adjust. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 19 Sep 91	MODIFY DPSC CANDIDATES	AJK-778
	SEMIPERISHABLE/SELECTED	
TIIN	ITEM NAME	
000-0137	SAUCE STEAK 5-10 OZ	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-50. Modify DPSC Candidates Semiperishable/Selected Screen (AJK-778).

- b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next line.
- c. Repeat this step until you enter all the items you want to modify.
- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y to confirm and press [ESC]. The Modify DPSC Candidates Semiperishable/Selected Screen AJK-674 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.13 Modify DPSC Candidates Semiperishable/Selected Screen AJK-674. Use this screen (fig. 5.4-51) to adjust recommended order quantities for DPSC items. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, and ROQ. The cursor is positioned in the ROQ field.

DATE 19 Sep 91		MODIFY DPSC CANDIDATES				AJK-674	
SEMIPERISHABLE/SELECTED							
				U/PACK			
NSN/MCN	ITEM NAME	UI	U/PACK	QTY	ROQ		
8950-00-000-0137	SAUCE STEAK 5-10 OZ	BT	CS	24	336		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
CONFIRM INDICATOR: Y							
Must enter 'Y' or leave blank							

Figure 5.4-51. Modify DPSC Candidates Semiperishable/Selected Screen (AJK-674).

a. To change the recommended order quantity, enter a new one over the old and press [ESC]. The CONFIRM INDICATOR field is displayed.

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b. Enter Y to confirm and press [ESC]. The database files are updated and the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

OR

c. Press [ESC] with no entry and the cursor moves back to the ROQ field. You can enter new data.

5.4.2.14 Select Range Ring Menu - Local Purchase. To review and adjust local purchase requisitions, select LOCAL PURCHASE from the Modify Candidates Ring Menu. The Select Range Ring Menu - Local Purchase is displayed. Use this ring menu (fig. 5.4-52) to select the category of local purchase requisitions you want to review and adjust.

SELECT RANGE: A B C D E R X
Modify all perishable items.

Figure 5.4-52. Select Range Ring Menu - Local Purchase.

a. Select A to review and adjust all perishable items. The Modify Local Purchase Candidates Perishable/All Screen AJK-666 (fig. 5.4-53) is displayed.

b. Select B to review and adjust all semiperishable items. The Modify Local Purchase Candidates Semiperishable/All Screen AJK-666 is displayed.

c. Select C to review and adjust all perishable and semiperishable items at the same time. The Modify Local Purchase Candidates Screen AJK-666 is displayed. See paragraphs 5.4.2.15 thru 5.4.2.19 for processing instructions.

d. Select D to review and adjust selected perishable items. The Modify Local Purchase Candidates Perishable/Selected Screen AJK-666 is displayed.

e. Select E to review and adjust selected semiperishable items. The Modify Local Purchase Candidates Semiperishable/Selected Screen AJK-666 is displayed.

f. Select R and the Modify Candidates Ring Menu is displayed.

g. Select X and the system login screen is displayed.

NOTE: The processing steps for the Modify Local Purchase Candidates Perishable/Semiperishable options are the same throughout. The appropriate screens that follow each data entry screen AJK-666 are displayed in sequence.

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5.4.2.15 Modify Local Purchase Candidates Perishable/All Screen AJK-666. Use this screen (fig. 5.4-53) to enter a required delivery date for the local purchase items you want to adjust. The cursor is positioned in the REQUIRED DELIVERY DATE field.

When finished entering data, depress <ESC>.		
DATE: 19 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES	AJK-666
	PERISHABLE/ALL	
	10 OCT 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR:	Y
Must enter 'Y' or leave blank		

Figure 5.4-53. Modify Local Purchase Candidates Perishable/All Screen (AJK-666).

a. Enter the RDD and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

b. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

(1) Enter Y to confirm and press [ESC]. The Modify Local Purchase Candidates Perishable/All Screen AJK-674 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

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5.4.2.16 Modify Local Purchase Candidates Perishable/All Screen AJK-674. Use this screen (fig. 5.4-54) to modify the recommended order quantity for local purchase items. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ. The cursor is positioned in the ROQ field for the first item.

When finished with changes depress <ESC>.								
DATE	19 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES				AJK-674		
PERISHABLE/ALL								
NSN/MCN		ITEM NAME		UI	U/PACK	QTY	RDD	ROQ
8910-00-043-3198		EGGS SHELLS DOM		DZ	CS	6	283	660
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.								
CONFIRM INDICATOR: Y								
Must enter 'Y' or leave blank								

Figure 5.4-54. Modify Local Purchase Candidates Perishable/All Screen (AJK-674).

a. To change the recommended order quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] with no entry and the cursor moves to the next item.
- c. Repeat steps a and b until you adjust all the items you want.
- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y to confirm and press [ESC]. The Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ROQ field for the first item. You can enter new data.

5.4.2.17 Select LP Output Ring Menu. Use this ring menu (fig. 5.4-55) to choose a print of all the local purchase candidate requisitions that you modify.

SELECT LP OUTPUT: SF 36 RETURN EXIT
Print and lock the SF 36 for PIIN assignment.

Figure 5.4-55. Select LP Output Ring Menu

a. Select SF 36 and the SF 36 - Non-BPA Local Purchase Report (PCN AJK-T71) is printed. Then, the Modify Candidates Ring Menu is displayed.

(1) If there are more items to review, the Modify Local Purchase Candidates All Screen AJK-674 is displayed. See paragraph 5.4.2.16 for processing instructions.

(2) If there are no more items to review, the Modify Candidates Ring Menu is displayed. See paragraph 5.4.2.3 for processing instructions.

b. Select RETURN and the Modify Local Purchase Candidates All Screen AJK-674 is displayed. When you select RETURN and there are no more items to review, the Modify Candidates Ring Menu is displayed.

c. Select EXIT and the system login screen is displayed.

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5.4.2.18 Modify Local Purchase Candidates Semiperishable/All Screen AJK-674. To modify all local purchase semiperishable requisitions, select B from the Select Range Ring Menu - Local Purchase (para 5.4.2.14). The Modify Local Purchase Candidates Semiperishable/All Screen AJK-666 is displayed. See paragraph 5.4.2.15 for processing steps to complete this screen.

a. This screen (fig. 5.4-56) is displayed when you finish entering data on Screen AJK-666. Use it to adjust the recommended order quantities. The cursor is positioned in the ROQ field.

b. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ.

When finished with changes depress <ESC>.								
DATE	15 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES				AJK-674		
SEMIPERISHABLE/ALL								
NSN/MCN		ITEM NAME		UI	U/PACK	QTY	RDD	ROQ
8920-00-132-7782		CEREAL ASST (72 PK PR BX)		BX	CS	A	182	3000
8920-00-616-0188		FLOUR, RYE 50 LBS LP		BG	BG	1	182	1000
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.								
CONFIRM INDICATOR: Y								
Must enter 'Y' or leave blank								

Figure 5.4-56. Modify Local Purchase Candidates Semiperishable/All Screen (AJK-674).

c. To change the recommended order quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

d. Press [ENTER] with no entry and the cursor moves to the next item.

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- e. Repeat steps c and d until you adjust all the items you want.
- f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The database files are updated and the Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

OR

(2) Press [ESC] and the cursor moves back to the ROQ field. You can correct your entries.

5.4.2.19 Modify Local Purchase Candidates Perishable/Selected Screen AJK-778. To modify selected local purchase perishable requisitions, select D from the Select Range Ring Menu (para 5.4.2.14). The Modify Local Purchase Candidates Perishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.15 for processing steps to complete this screen.

a. This screen (fig. 5.4-57) is displayed when you finish entering data on Screen AJK-666. Use it to enter the TIINs for the items you want to adjust. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE 19 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES	AJK-778
PERISHABLE/SELECTED		
TIIN	ITEM NAME	
043-3198	EGGS SHELL DOM	
082-2313	EGGS SHELL 1 DOZ	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-57. Modify Local Purchase Candidates Perishable/Selected Screen (AJK-778).

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b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next line.

c. Repeat this step until you enter all the TIINs you want to adjust.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify Local Purchase Perishable/Selected Screen AJK-674 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.20 Modify Local Purchase Candidates Perishable/Selected Screen AJK-674. Use this screen (fig. 5.4-58) to adjust the recommended order quantity. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ.

When finished with changes depress <ESC>.							
DATE: 19 Sep 91		MODIFY LOCAL PURCHASE CANDIDATES				AJK-674	
PERISHABLE/SELECTED							
				U/PACK			
NSN/MCN	ITEM NAME	UI	U/PACK	QTY	RDD	ROQ	
8910-00-043-3198	EGGS SHELL DOM	DZ	CS	30	182	4020	
8910-00-082-2313	EGGS SHELL 1 DOZ	DZ	CS	24	182	552	

Figure 5.4-58. Modify Local Purchase Candidates Perishable/Selected Screen (AJK-674).

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- a. The cursor is positioned in the ROQ field for the first item.
- b. See paragraph 5.4.2.18 for the remaining processing instructions.
- c. When you complete processing on this screen, the Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

5.4.2.21 Modify Local Purchase Candidates Semiperishable/Selected Screen AJK-778. To modify selected local purchase semiperishable requisitions, select E from the Select Range Ring Menu (para 5.4.2.14). The Modify Local Purchase Candidates Semiperishable/Selected Screen AJK-666 is displayed. See paragraph 5.4.2.15 for processing steps to complete this screen.

- a. This screen (fig. 5.4-59) is displayed when you finish entering data on Screen AJK-666. Use it to enter the TIINs for the items you want to adjust. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE 19 Sep 91	MODIFY LOCAL PURCHASE CANDIDATES	AJK-778
SEMIPERISHABLE/SELECTED		
TIIN	ITEM NAME	
616-0188	FLOUR, RYE 50 LBS LP	
132-7782	CEREAL ASST (72 PK PR BX)	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-59. Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-778).

- b. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next item.
- c. Repeat this step until you enter all the TIINs you want to modify.

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d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y to confirm and press [ESC]. The Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-674) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.4.2.22 Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-674). Use this screen (fig. 5.4-60) to adjust the recommended order quantity. This screen displays the NSN/MCN, item name, unit of issue, unit pack, unit pack quantity, RDD, and ROQ.

When finished with changes depress <ESC>.								
DATE 19 Sep 91		MODIFY LOCAL PURCHASE CANDIDATES				AJK-674		
SEMIPERISHABLE/SELECTED								
NSN/MCN		ITEM NAME		UI	U/PACK	QTY	RDD	ROQ
8920-00-616-0188		FLOUR, RYE 50 LBS LP		BG	BG	1	182	2000
8920-00-132-7782		ASST (72 PK PR BX)		BX	CS	1	182	4000
Make changes by keying over the displayed ROQ value.								

Figure 5.4-60. Modify Local Purchase Candidates Semiperishable/Selected Screen (AJK-674).

- a. The cursor is positioned in the ROQ field for the first item.
- b. See paragraph 5.4.2.18 for the remaining processing instructions.

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c. When you complete processing on this screen, the Select LP Output Ring Menu is displayed. See paragraph 5.4.2.17 for processing instructions.

5.4.2.23 DEL Options Ring Menu. Use this ring menu (fig. 5.4-61) to continue processing, restart the process, return to the Requisitioning Command Menu, or exit processing.

DEL OPTIONS: A B R X
Restart Input

Figure 5.4-61. DEL Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Modify Candidates Ring Menu is displayed.
- c. Select R and the Requisitioning Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.4.2.24 Outputs.

a. SF 36 - Non-BPA Local Purchase Report (PCN AJK-T71) is produced for all adjusted candidate requisitions during the Review/Adjust Candidate Requisitions process.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18h, TISA Requisitions (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 92

DEST: Oct 93

5.4.3 Release Requisitions Process. Use this process to release requisitions to the supply source.

5.4.3.1 Processing Restrictions. You must print the SF 36 through the Review and Adjust Candidate Rqns process (para 5.4.2) before you can release local purchase perishable requisitions.

5.4.3.2 Processing Materials. None.

5.4.3.3 Release Candidate Requisitions Ring Menu. To release candidate requisitions, select C from the Requisitioning Command Menu. The Release Candidate Requisitions Ring Menu is displayed. Use this ring menu (fig. 5.4-62) to select which candidate requisitions you want to release.

RELEASE CANDIDATE REQUISITIONS A B C R X
Release DPSC candidate requisitions.

Figure 5.4-62. Release Candidate Requisitions Ring Menu.

- a. Select A and the Select Perishability Ring Menu (fig. 5.4-63) for DPSC items is displayed.
- b. Select B and the Select Perishability Ring Menu is displayed for local purchase items. See paragraph 5.4.3.10 for processing instructions.
- c. Select C and the Select Perishability Ring Menu is displayed for local purchase special items requisitions. The processing steps for special items are the same as those for local purchase items. See paragraphs 5.4.3.10 thru 5.4.3.13 for processing instructions.
- d. Select R and the Requisitioning Command Menu is displayed.
- e. Select X and the system login screen is displayed.

5.4.3.4 Select Perishability Ring Menu - DPSC. Use this ring menu (fig. 5.4-63) to select the perishability of requisitions you are releasing.

SELECT PERISHABILITY: PERISHABLE SEMIPERISHABLE RETURN EXIT
Release Perishable candidate requisitions.

Figure 5.4-63. Select Perishability Ring Menu - DPSC.

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a. Select PERISHABLE or SEMIPERISHABLE and the Release Candidate Requisitions DPSC Screen AJK-666 is displayed.

NOTE: The data entry screens and processing steps are the same whether you choose to process perishable or semiperishable items. However, only examples of Perishable processing screens are shown.

b. Select RETURN and the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.

c. Select EXIT and the system login screen is displayed.

5.4.3.5 Release Candidate Requisitions DPSC/Perishable Screen AJK-666. Use this screen (fig. 5.4-64) to enter data for the perishable candidate requisitions you want to release. The cursor is positioned in the REQUISITION MONTH, YEAR field.

When finished entering data, depress <ESC>.

DATE	19 Sep 91	RELEASE CANDIDATE REQUISITIONS	AJK-666
		DPSC/PERISHABLE	
	OCT 1991	REQUISITION MONTH, YEAR	
	MMM YYYY		
	PROJECT CODE		
	FUND CODE	TK	
	TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
	CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank			

Figure 5.4-64. Release Candidate Requisitions DPSC/Perishable Screen (AJK-666).

a. Enter the requisition month and year. The cursor moves to the PROJECT CODE field.

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b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a new code over the old (if necessary) and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

e. Press [ENTER] and the cursor moves back to the REQUISITION MONTH, YEAR field. You can correct your entries.

(1) Enter Y to confirm and press [ESC]. The Advice Code Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUISITION MONTH, YEAR field. You can enter new data.

NOTE: To interrupt processing throughout the Release Rqns process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.4.3.14 for processing instructions.

5.4.3.6 Advice Code Ring Menu - DPSC. Use this ring menu (fig. 5.4-65) to change the advice codes for DPSC requisitions, continue processing, return to the Release Candidate Requisitions Ring Menu, or exit processing.

ADVICE CODE **NO CHANGE** CHANGE RETURN EXIT
NO CHANGE TO ADVICE CODES REQUIRED. CONTINUE PROCESSING.

Figure 5.4-65. Advice Code Ring Menu - DPSC.

a. Select NO CHANGE and the Release Candidate Requisitions DPSC/Perishable Screen AJK-776 is displayed. See paragraph 5.4.3.8 for processing instructions.

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- b. Select CHANGE and the Release Candidate Requisitions DPSC/Perishable Screen AJK-829 - Advice Codes is displayed.
- c. Select RETURN and the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.
- d. Select EXIT and the system login screen is displayed.

5.4.3.7 Release Candidate Requisitions DPSC/Perishable Screen AJK-829 - Advice Codes. Use this screen (fig. 5.4-66) to enter new advice codes or change the current advice codes.

DATE: 21 Sep 92		RELEASE CANDIDATE REQUISITIONS		AJK-829
		DPSC/PERISHABLE		
WHEN FINISHED ENTERING ADVICE CODES DEPRESS <ESC>				
SUPPLEMENTARY ADDRESS	NSN/MCN	ITEM NAME	ADVICE CODE	
W268TT	8905-00-133-5887	BEEF SHOULDER CLOD	BK	
W268TT	8905-00-050-3192	BEEF PATTIES W/SOY		
W268TT	8905-00-177-5017	BEEF STEWING DICED		
W268TT	8905-00-965-2128	CHIC CUT UP W/O BACK	BK	
W268TT	8905-00-753-6462	PORK HAM WHO ROAST		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.				
CONFIRM INDICATOR: Y				
Must enter 'Y' or leave blank				

Figure 5.4-66. Release Candidate Requisitions DPSC/Perishable Screen (AJK-829) - Advice Codes.

- a. To change the advice code, enter a new one over the old and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ENTER] with no entry and the cursor moves to the next item.

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- c. Repeat steps a and b until you finish making changes.
 - d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- (1) Enter Y to confirm and press [ESC]. A series of messages is displayed. Then, the Release Candidate Requisitions DPSC/Perishable Screen AJK-776 is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the ADVICE CODE field for the first item. You can correct your entries.

5.4.3.8 Release Candidate Requisitions DPSC/Perishable Screen AJK-776. Use this screen (fig. 5.4-67) to change the fund and project codes. The cursor is positioned in the completed FUND CODE field.

When finished entering data, depress <ESC>.		
DATE: 21 Sep 91	RELEASE CANDIDATE REQUISITIONS	AJK-776
	DPSC/PERISHABLE	
	PRIORITY DESIGNATOR	15
	DEMAND CODE	R
	FUND CODE	TK
	PROJECT CODE	

Figure 5.4-67. Release Candidate Requisitions DPSC/Perishable Screen (AJK-776).

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a. To change the fund code (if necessary), enter a new one over the old and the cursor moves to the PROJECT CODE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the PROJECT CODE field.

c. Enter a project code (optional) and press [ESC], or press [ESC] with no entry. The total dollar value of your requisition is displayed at the bottom of the screen. Then, the Commit Requisition Ring Menu is displayed.

OR

d. Press [ENTER] with no entry and the cursor moves back to the FUND CODE field. You can correct your entries.

NOTE: When you are releasing DPSC Candidate Requisitions for perishable or semiperishable items, you can only make changes to the fund and project code fields.

5.4.3.9 Commit Requisition Ring Menu. Use this ring menu (fig. 5.4-68) to commit the DPSC requisitions for release and update the database.

COMMIT REQUISITION: **COMMIT** RETURN EXIT
RELEASE THE REQUISITIONS

Figure 5.4-68. Commit Requisition Ring Menu.

a. Select COMMIT and the database files are updated. The DPSC Released Requisitions List Report (PCN AJK-7J1) is printed. Then, the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.

b. Select RETURN and the Requisitioning Command Menu is displayed.

c. Select EXIT and the system login screen is displayed.

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5.4.3.10 Release Candidate Requisitions Local Purchase/Perishable Screen AJK-666. To release local purchase requisitions, select B or C from the Release Candidate Requisitions Ring Menu (para 5.4.3.3). The Select Perishability Ring Menu - Local Purchase is displayed. Select PERISHABLE or SEMIPERISHABLE from this ring menu and the Release Candidate Requisitions Local Purchase Screen AJK-666 is displayed.

- a. Use this screen (fig. 5.4-69) to retrieve the requisitions you are releasing.

When finished entering data, depress <ESC>.		
DATE 21 Sep 91	RELEASE CANDIDATE REQUISITIONS	AJK-666
	LOCAL PURCHASE/PERISHABLE	
	22 SEP 91	REQUIRED DELIVERY DATE
	DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-69. Release Candadidate Requisitions Local Purchase/Perishable Screen (AJK-666).

- b. Enter the RDD and press [ESC]. The CONFIRM INDICATOR field is displayed.
- OR
- c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

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(1) Enter Y to confirm and press [ESC]. The Release Local Purchase Requisitions Local Purchase/Perishable Screen AJK-671 (fig. 5.4-70) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.3.11 Release Local Purchase Requisitions Local Purchase/Perishable PIIN Screen AJK-671.
Use this screen (fig. 5.4-70) to change the RDD (if necessary) and enter a PIIN to release the requisitions.

When finished entering data, depress <ESC>.			
DATE	21 Sep 91	RELEASE LOCAL PURCHASE REQUISITIONS	AJK-671
		LOCAL PURCHASE/PERISHABLE	
MUST HAVE A PIIN TO RELEASE LOCAL PURCHASE REQUISITIONS			
REQUIRED DELIVERY DATE:		22 SEP 91	
		DD MMM YY	
PIIN:	DABT59	- 91	- A - 4321
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.			
CONFIRM INDICATOR: Y			
Must enter 'Y' or leave blank			

Figure 5.4-70. Release Local Purchase Requisitions Local Purchase/Perishable PIIN Screen (AJK-671).

- a. To change the RDD, enter a new one over the old and press [ENTER]. The cursor moves to the partially completed PIIN field.
- b. Complete the PIIN and the cursor automatically moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y to confirm and press [ESC]. The Release Candidate Requisitions Local Purchase/Perishable Screen AJK-777 (fig. 5.4-71) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

5.4.3.12 Release Candidate Requisitions Local Purchase/Perishable Screen AJK-777. Use this screen (fig. 5.4-71) to change the requisition quantity and enter the contract price. This screen displays the PIIN, RDD, NSN/MCN, item name, unit of issue, order quantity, contract price, and extended price. The cursor is positioned in the ORDER QTY field.

When finished entering data, depress <ESC>.						
DATE: 22 Sep 91		RELEASE CANDIDATE REQUISITIONS			AJK-777	
LOCAL PURCHASE/PERISHABLE						
PIIN: DABT59-91-A-4321		REQUIRED DELIVERY DATE:		22 SEP 91		
NSN/MCN	ITEM NAME	UI	QTY	ORDER PRICE	CONTRACT PRICE	EXTENDED PRICE
8910-00-043-3198	EGGS SHELL DOM	DZ	600	\$.6900	\$	414.00
8910-00-082-2313	EGGS SHELL 1 DOZ	DZ	552	.7900		436.08
TOTAL EXTENDED PRICE						850.08
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.						
CONFIRM INDICATOR:						
Must enter 'Y' or leave blank						

Figure 5.4-71. Release Candidate Requisitions Local Purchase/Perishable Screen (AJK-777).

a. To change the order quantity, enter a new one over the old and press [ENTER]. The cursor moves to the CONTRACT PRICE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the CONTRACT PRICE field.

c. Enter the contract price and press [ENTER]. The extended price is displayed and the cursor moves to the next item.

d. Repeat steps a thru c until you finish your order.

e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. A series of messages is displayed. Then, the Local Purchase Restart Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the ORDER QTY field for the first item. You can enter new data.

5.4.3.13 Local Purchase Restart Ring Menu. Use this ring menu (fig. 5.4-72) to enter another PIIN for items left on the Release Candidate Requisitions Local Purchase Screen AJK-777 (fig. 5.4-71) with order quantities of zero.

LOCAL PURCHASE RESTART: CONTINUE FINISHED RETURN EXIT
Restart LP Process with another PIIN

Figure 5.4-72. Local Purchase Restart Ring Menu.

a. Select CONTINUE, and the Release Local Purchase Requisitions Local Purchase/Perishable Screen AJK-671 (fig. 5.4-70) is displayed when there are more local purchase records to process.

b. Select FINISHED and all items with an order quantity of zero are deleted from the order. Then, the Release Candidate Requisitions Ring Menu (fig. 5.4-62) is displayed.

c. Select RETURN and the Release Candidate Requisitions Ring Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.4.3.14 Process Interrupt Ring Menu. Use this ring menu (fig. 5.4-73) to continue processing, return to the Release Candidate Requisitions Ring Menu, return to the Requisitioning Command Menu, or exit processing.

PROCESS INTERRUPT Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing on this screen

Figure 5.4-73. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the Release Candidate Requisitions Ring Menu is displayed.
- c. Select Discard & Return and the Requisitioning Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.4.3.15 Outputs.

- a. The DPSC Released Requisitions List Report (PCN AJK-7J1) is printed for all released DPSC requisitions.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18h, TISA Requisitions (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 93 DEST: Oct 94

5.4.4 Create Special Items Requisitions Process. Use this process to create requisitions for items not normally stocked at the TISA.

5.4.4.1 Processing Restrictions. None.

5.4.4.2 Processing Materials. None.

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5.4.4.3 Create Special Items Requisitions Command Menu. To create special item requisitions, select D from the Requisitioning Command Menu. The Create Special Items Requisitions Command Menu is displayed. Use this menu (fig. 5.4-74) to select the supply source and commodity group for special item requisitions.

NOTE: When you are running this process with a large number of users, you may encounter an MIF table lock. A message is displayed: **The MIF table is locked by another user.**

Press R to retry the process.

OR

Press X to exit processing.

CREATE SPECIAL ITEMS REQUISITIONS: A B C D R X		
Create requisitions for DPSC perishable special items		
DATE: 16 Sep 92 CREATE SPECIAL ITEMS REQUISITIONS COMMAND MENU AJK-670		
OPTION CODE	RING MENU OPTION SELECTIONS	
A	DPSC PERISHABLE	
B	DPSC SEMIPERISHABLE	
C	NON-BPA LOCAL PURCHASE PERISHABLE	
D	NON-BPA LOCAL PURCHASE SEMIPERISHABLE	
R	RETURN TO REQUISITIONING COMMAND MENU	
X	EXIT TISA PROCESSING	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 5.4-74. Create Special Items Requisitions Command Menu Screen (AJK-670).

- a. Select options A or B and the Create Special Items Requisitions DPSC Perishable/Semiperishable Screen AJK-665 is displayed.
- b. Select C or D and the Create Special Items Requisitions Local Purchase Perishable/Semiperishable Screen AJK-652 is displayed.
- c. Select R and the Requisitioning Command Menu is displayed.
- d. Select X and the system login screen is displayed.

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5.4.4.4 Create Special Items Requisitions DPSC/Perishable Screen AJK-665. Use this screen (fig. 5.4-75) to enter data when creating special item requisitions for DPSC perishable/semiperishable items. The cursor is positioned in the REQUIRED DELIVERY DATE field.

[]
DATE: [16 Sep 92]	AJK-665
CREATE SPECIAL ITEMS REQUISITIONS	
[DPSC/PERISHABLE]	
REQUIRED DELIVERY DATE: [30][SEP][92]	
DD MM YY	
PROJECT CODE: []	
FUND CODE: [TK]	
SUPPLEMENTARY ADDRESS CODE: [Y00000]	
SIGNAL CODE: [A]	
PRESS <ESC> WHEN FINISHED ENTERING DATA	
[TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.]	
[CONFIRM INDICATOR]: [C]	
Enter 'Y' to confirm or leave blank to continue input and press <ESC>	

Figure 5.4-75. Create Special Items Requisitions DPSC/Perishable Screen (AJK-665).

- a. Enter the RDD and press [ENTER]. The cursor moves to the PROJECT CODE field.
- b. Enter a project code (optional) and press [ENTER]. The cursor moves to the completed FUND CODE field.

OR

- c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.
- d. To change the fund code, type a new one over the old and press [ENTER]. The cursor moves to the completed SUPPLEMENTARY ADDRESS CODE field.

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e. To change the supplementary address, type a new one over the old and press [ENTER]. The cursor moves to the SIGNAL CODE field.

OR

f. Press [ENTER] with no entry and the cursor moves to the SIGNAL CODE field.

g. When you change the supplementary address, the signal code is automatically changed to provide supply and shipping status to the ordering activity and supplementary addressee.

h. To change the signal code, type a new one over the old and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

i. Press [ENTER] and the cursor moves back to the REQUIRED DELIVERY DATE field. You can correct your entries.

(1) To confirm, enter Y and press [ESC]. The Create Special Items Requisitions DPSC/Perishable Screen AJK-778 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

<p>NOTE: To interrupt processing throughout the Create Special Items Requisitions process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.4.4.12 for processing instructions.</p>
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5.4.4.5 Create Special Items Requisitions DPSC/Perishable Screen AJK-778. Use this screen (fig. 5.4-76) to enter TIINs for the special items being requested. The cursor is positioned in the TIIN field.

When finished entering data, depress <ESC>.		
DATE: 27 Sep 91	CREATE SPECIAL ITEMS REQUISITIONS DPSC/PERISHABLE	AJK-778
TIIN	ITEM NAME	
135-5787	VEG FZN CORN ON COB 48 EA	
403-9592	BACON SLICED FZN SHINGLE	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-76. Create Special Items Requisitions DPSC/Perishable Screen (AJK-778).

- a. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next field.
- b. Repeat this step until you enter all the TIINs you want to requisition.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Create Special Items Requisitions DPSC/Perishable Screen AJK-830 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

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5.4.4.6 Create Special Items Requisitions DPSC/Perishable Screen AJK-830. Use this screen (fig. 5.4-77) to enter the recommended order quantities and advice codes for DPSC special item requisitions. The NSN/MCN, item name, unit of issue, unit pack, and unit pack quantity are displayed. Data entry fields are displayed for the ROQ and advice code. The cursor is positioned in the ROQ field for the first item.

When finished with changes depress <ESC>.							
DATE: 27 Sep 91		CREATE SPECIAL ITEMS REQUISITIONS				AJK-830	
DPSC/PERISHABLE							
REQUIRED DELIVERY DATE: 31 Sep 91							
NSN/MCN	ITEM NAME	UI	U/PACK	QTY	ROQ	ADV	CD
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	CS	45	450		
8915-01-135-5787	VEG FZN CORN ON COB 48 EA	BX	CS	1	5		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
CONFIRM INDICATOR: Y							
Must enter 'Y' or leave blank							

Figure 5.4-77. Create Special Items Requisitions DPSC/Perishable Screen (AJK-830).

a. Enter the recommended order quantity and press [ENTER]. The cursor moves to the ADV CD field.

b. Enter the advice code (optional) and press [ENTER]. The cursor moves to the next item.

OR

c. Press [ENTER] with no entry and the cursor moves to the next item.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Press [ESC] with no entry and the cursor moves back to the ROQ field for the first item. You can correct your entries.

OR

(2) Enter Y and press [ESC]. The Release Special Items Requisitions DPSC/Perishable Screen AJK-776 is displayed. See paragraph 5.4.4.8 for processing instructions.

5.4.4.7 Release Special Items Requisitions DPSC/Perishable Screen AJK-776. Use this screen (fig. 5.4-78) to enter the priority designator, demand, fund, and project codes (if required). The cursor is positioned in the PRIORITY DESIGNATOR field.

When finished entering data, depress <ESC>.		
DATE: 27 Sep 91	RELEASE SPECIAL ITEMS REQUISITIONS	AJK-776
	DPSC/PERISHABLE	
	PRIORITY DESIGNATOR	02
	DEMAND CODE	R
	FUND CODE	TK
	PROJECT CODE	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.		
CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.4-78. Release Special Items Requisitions DPSC/Perishable Screen (AJK-776).

a. To change the priority designator code, enter a new one over the old and the cursor moves to the DEMAND CODE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the DEMAND CODE field.

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c. Enter a new demand code over the old (if necessary) and the cursor moves to the completed FUND CODE field.

OR

d. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

e. Enter a new fund code over the old and the cursor moves to the PROJECT CODE field.

OR

f. Press [ENTER] with no entry and the cursor moves to the PROJECT CODE field.

(1) Enter a project code (optional) and press [ESC]. The Commit Requisitions Ring Menu is displayed. See paragraph 5.4.4.9 for processing instructions.

OR

(2) Press [ENTER] with no entry and the cursor moves back to the PRIORITY DESIGNATOR field. You can correct your entries.

5.4.4.8 Commit Requisition Ring Menu. Use this ring menu (fig. 5.4-79) to commit requisitions, start this process again, return to the Requisitioning Command Menu, or exit processing.

COMMIT REQUISITION: Commit Begin Again Return Exit
Release requisition and update files

Figure 5.4-79. Commit Requisition Ring Menu.

- a. Select Commit to release the requisitions and update database files. The DPSC Released Requisitions List Report (PCN AJK-7J1) is printed. Then, the Repeat the Process Ring Menu is displayed.
- b. Select Begin Again and the Create Special Items Requisitions Command Menu is displayed. The requisition is not processed.
- c. Select Return and the Requisitioning Command Menu is displayed.
- d. Select Exit and the system login screen is displayed.

5.4.4.9 Repeat the Process Ring Menu. Use this ring menu (fig. 5.4-80) to process another special item requisition or return to the Requisitioning Command Menu.

REPEAT THE PROCESS?: Yes No
Repeat the process that was just completed

Figure 5.4-80. Repeat the Process Ring Menu.

- a. Select Yes and you can process another requisition. The Create Special Items Requisitions Command Menu is displayed.
- b. Select No and the Requisitioning Command Menu is displayed.

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5.4.4.10 Create Special Items Requisitions Local Purchase/Perishable Screen AJK-652. To create local purchase special item requisitions, select C or D from the Create Special Items Requisitions Command Menu. The Create Special Items Requisitions Local Purchase Screen is displayed.

a. Use this screen (fig. 5.4-81) to enter data when creating special item requisitions for local purchase perishable or semiperishable items. The cursor is positioned in the REQUIRED DELIVERY DATE field.

```
[
DATE:  [16 Sep 92]          CREATE SPECIAL ITEMS REQUISITIONS          AJK-652
                                [  LOCAL PURCHASE/PERISHABLE  ]

                                REQUIRED DELIVERY DATE:[30][SEP][92]
                                                DD  MMM  YY

                                PRESS <ESC> WHEN FINISHED ENTERING DATA
                                [TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.]
                                [CONFIRM INDICATOR]:[Y]

Enter 'Y' to confirm or leave blank to continue input and press <ESC>
```

Figure 5.4-81. Create Special Items Requisitions Local Purchase/Perishable Screen (AJK-652).

b. Enter the required delivery date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

c. Press [ENTER] and the cursor moves back to the start of the REQUIRED DELIVERY DATE field. You can correct your entry.

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(1) Enter Y to confirm the delivery date and press [ESC]. The Create Special Items Requisitions Local Purchase/Perishable Screen AJK-778 is displayed. See paragraph 5.4.4.5 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REQUIRED DELIVERY DATE field. You can enter new data.

d. The remaining data entry screens and processing steps for completing special item requisitions for local purchase are the same as in creating DPSC special item requisitions. See paragraph 5.4.4.6 for processing instructions. When you complete your entries on Screen AJK-830, the Standard Form 36 is printed. Then, the Repeat the Process Ring Menu is displayed. See paragraph 5.4.4.10 for processing instructions.

5.4.4.11 Process Interrupt Ring Menu. Use this ring menu (fig. 5.4-82) to continue processing, return to the Create Special Items Requisitions Command Menu, return to the Requisitioning Command Menu, or exit processing.

PROCESS INTERRUPT	Continue	Begin Again	Return	Exit
Ignore interrupt and continue input on this screen				

Figure 5.4-82. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Begin Again and the Create Special Items Requisitions Command Menu is displayed.
- c. Select Return and the Requisitioning Command Menu is displayed.
- d. Select Exit and the system login screen is displayed.

5.4.4.12 Outputs.

- a. The DPSC Released Requisitions List Report (PCN AJK-7J1) or the SF 36 - Non-BPA Local Purchase Report (PCN AJK-T71) is printed based on your selections during the Create Special Items Requisitions process. See appendix C for examples of these reports.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18h, TISA Requisitions (1-year file).

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(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 02

5.4.5 Create Post-Post Requisitions Process. Use this process to create post-post requisitions for DPSC, DSO, commissary, and local purchase non-BPA items.

5.4.5.1 Processing Restrictions. None.

5.4.5.2 Processing Materials. None.

5.4.5.3 Post-Post Requisitions Source Menu. To create post-post requisitions, select E from the Requisitioning Command Menu. The Post-Post Requisitions Source Menu is displayed. Use this menu (fig. 5.4-83) to choose the source of supply for the post-post requisition you want to create.

NOTE: When you are running this process with a large number of users, you may encounter an MIF table lock. A message is displayed: **The MIF table is locked by another user.**

Press R to retry the process.

OR

Press X to exit processing.

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SOURCE: A B C D R X		
Create Post-Post Requisitions for DPSC items		
[
DATE: [16 Jun 90]	POST-POST REQUISITIONS SOURCE MENU	AJK-650
OPTION CODE	DESCRIPTION	
A	DPSC REQUISITIONS	
B	DSO REQUISITIONS	
C	COMMISSARY REQUISITIONS	
D	LOCAL PURCHASE NON BPA REQUISITIONS	
R	RETURN TO THE REQUISITIONING COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE []		

Figure 5.4-83. Post-Post Source Menu (AJK-650).

- a. Select A and the Post-Post Requisitions Perishability Menu - DPSC (fig. 5.4-85) is displayed.
- b. Select B and the Create Post-Post Process DSO/Perishable Screen AJK-781 is displayed. See paragraph 5.4.5.8 for processing instructions.
- c. Select C and the Post-Post Requisitions Perishability Menu - Commissary is displayed. See paragraph 5.4.5.9 for processing instructions.
- d. Select D and the Post-Post Requisitions Perishability Menu - Non-BPA LP is displayed. See paragraph 5.4.5.11 for processing instructions.
- e. Select R and the Requisitioning Command Menu is displayed.
- f. Select X and the system login screen is displayed.

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5.4.5.4 Perishability Ring Menu - DPSC. Use this menu (fig. 5.4-84) to choose the perishability of DPSC post-post requisition items.

PERISHABILITY: A B R X		
Create Post-Post Requisitions for PERISHABLE items		
[
DATE [16 Jun 90]	POST-POST REQUISITIONS PERISHABILITY MENU	AJK-651
	[DPSC]	
OPTION	DESCRIPTION	
CODE		
A	PERISHABLE ITEMS	
B	SEMIPERISHABLE ITEMS	
R	RETURN TO POST-POST REQUISITIONS SOURCE MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 5.4-84. Post-Post Requisitions Perishability Menu - DPSC (AJK-651).

a. Select A or B to display the Create Post-Post Process DPSC Perishable or Semiperishable Screen AJK-781 (fig. 5.4-85).

NOTE: Processing is the same when creating perishable and semiperishable post-post requisitions for DPSC items. However, the screens show PERISHABLE or SEMI-PERISHABLE, as appropriate.

- b. Select R and the Post-Post Requisitions Source Menu (fig. 5.4-84) is displayed.
- c. Select X and the system login screen is displayed.

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5.4.5.5 Create Post-Post Process DPSC/Perishable Screen AJK-781. Use this screen (fig. 5.4-85) to enter the order date and required delivery date for DPSC items. The cursor is positioned in the ORDERED DATE field.

[]	
DATE: [16 Jun 90]		CREEATE POST-POST PROCESS												AJK-781							
		{		DPSC/PERISHABLE												}					
[
		ORDERED DATE																			
				[16]		[JUN]		[90]		[OR]		[0167]									
				DD		MMM		YY				[JULIAN DATE]									
		REQUIRED DELIVERY DATE																			
				[17]		[JUN]		[90]													
				DD		MMM		YY													
		[]						[]		[]		[]		[]		[]					
		[]		TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]					
				[CONFIRM INDICATOR:] [Y]																	
Enter 'Y' to confirm or 'N' to continue input amd press <ESC>																					

Figure 5.4-85. Create Post-Post Process DPSC/Perishable Screen (AJK-781).

- a. Enter the calendar date and press [ENTER]. The Julian date is displayed.

OR

- b. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the calendar date is displayed. Then, the cursor moves to the REQUIRED DELIVERY DATE field.
- c. Enter a required delivery date and press [ESC]. The completed CONFIRM INDICATOR field is displayed.

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(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process DPSC/Perishable Screen AJK-776 is displayed.

NOTE: To interrupt processing throughout the Post-Post process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.4.5.15 for processing instructions.

5.4.5.6 Create Post-Post Process DPSC/Perishable Screen AJK-776. Use this screen (fig. 5.4-86) to modify the priority designator, demand, fund, and project codes for DPSC items. The cursor is positioned in the PRIORITY DESIGNATOR field.

```
[
DATE [16 Jun 90]                CREATE POST-POST PROCESSS                AJK-776
                                [          DPSC          ]

                                PRIORITY DESIGNATOR      [15]
                                DEMAND CODE               [R]
                                FUND CODE                 [TK]
                                PROJECT CODE              [   ]

                                [ ] [ WHEN FINISHED ENTERING DATA, DEPRESS <ESC> ]

Make any necessary changes, valid entries are 01 to 15 and 99
```

Figure 5.4-86. Create Post-Post Process DPSC/Perishable Screen (AJK-776).

a. To change the priority designator code, enter a new one over the old and press [ENTER]. The cursor moves to the DEMAND CODE field.

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b. Enter a new demand code (if necessary) and the cursor moves to the completed FUND CODE field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed FUND CODE field.

d. Enter a fund code (if necessary) and the cursor moves to the PROJECT CODE field.

OR

e. Press [ENTER] with no entry and the cursor moves to the PROJECT CODE field.

f. Enter a project code (optional) and press [ESC]. The Create Post-Post Process DPSC/Perishable Screen AJK-775 (fig. 5.4-87) is displayed.

OR

g. Press [ENTER] with no entry and the cursor moves back to the PRIORITY DESIGNATOR field. You can correct your entries.

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5.4.5.7 Create Post-Post Process DPSC/Perishable Screen AJK-775. Use this screen (fig. 5.4-87) to enter the TIINs, document serial numbers, and order quantities for DPSC items. The cursor is positioned in the TIIN field.

[DATE [16 Jun 90]		CREATE POST-POST PROCESS		AJK-775
		[DPSC/PERISHABLE]		
TIIN	ITEM NAME	DON	QTY	
[403-9592]	[BACON SLICED FZN SHINGLE]	[W26QKQ0167][0012]	[540]
[050-3192]	[BEEF PATTIES W/SOY]	[W26QKQ0167][0047]	[720]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[]	[]	[] []	[]
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]				
[CONFIRM INDICATOR:][Y]				
Enter 'Y' to confirm or 'N' to continue input and press <ESC>				

Figure 5.4-87 Create Post-Post Process DPSC/Perishable Screen (AJK-775).

- a. Enter a TIIN and press [ENTER]. The item name and partially completed document number are displayed. Then, the cursor moves to the last part of the DON field.
- b. Enter the last four digits of the document number and the cursor moves to the QTY field.
- c. Enter a quantity and press [ENTER]. The cursor moves to the next line.
- d. Repeat steps a thru c to add other items.
- e. When you finish your entries, press [ESC]. The completed CONFIRM INDICATOR field is displayed.

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(1) Press [ESC] and the cursor moves back to the TIIN field for the first item. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Post-Post Requisitions Perishability Menu - DPSC/Perishable is displayed. See paragraph 5.4.5.4 for processing instructions.

5.4.5.8 Create Post-Post Process DSO/Perishable Screen AJK-781. To create a DSO Post-Post requisition, select B from the Post-Post Requisitions Source Menu (para 5.4.5.3). The Create Post-Post Process DSO/Perishable Screen is displayed.

a. Use this screen (fig. 5.4-88) to enter the order date and required delivery date for DSO items. The cursor is positioned in the ORDERED DATE field.

[DATE [16 Jun 90]	CREATE POST-POST PROCESS	AJK-781
	[DPSC/PERISHABLE]		
	ORDERED DATE	[16] [JUN] [90] [OR] [0167]	
		DD MMM YY	[JULIAN DATE]
			[(YDDD)]
	REQUIRED DELIVERY DATE	[17] [JUN] [90]	
		DD MMM YY	
	[]	[][][][][][][]	
]			
	[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]		
	[CONFIRM INDICATOR:][Y]		

Figure 5.4-88 Create Post-Post Process DSO/Perishable Screen (AJK-781).

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b. Enter the calendar date and press [ENTER]. The Julian date is displayed.

OR

c. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the calendar date is displayed. Then, the cursor moves to the REQUIRED DELIVERY DATE field.

d. Enter the required delivery date and press [ESC]. The completed CONFIRM INDICATOR field is displayed.

(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Screen AJK-776 - DSO Perishable is displayed.

e. The remaining data entry screens and processing steps to complete a post-post requisition for DSO items are the same as in creating DPSC post-post requisitions. See paragraphs 5.4.5.6 and 5.4.5.7 for processing instructions.

5.4.5.9 Post-Post Requisitions Perishability Menu - Commissary. To create a commissary post-post requisition, select C from the Post-Post Requisitions Source Menu (para 5.4.5.3). The Post-Post Requisitions Perishability Menu - Commissary is displayed. Use this menu (fig. 5.4-89) to create a post-post requisition for commissary items.

Figure 5.4-89. Post-Post Requisitions Perishability Menu - COMMISSARY (AJK-651).

- NOTE: Processing is the same when creating perishable and semiperishable post-post requisitions for commissary items. However, screens show PERISHABLE or SEMIPERISHABLE, as appropriate.

- b. Select R and the Post-Post Requisitions Source Menu is displayed.
- c. Select X and the system login screen is displayed.

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5.4.5.10 Create Post-Post Process Commissary/Perishable Screen AJK-781. Use this screen (fig. 5.4-90) to enter the order date and required delivery date for commissary items. The cursor is positioned in the ORDERED DATE field.

[CREATE POST-POST PROCESS		AJK-781	
DATE [16 Jun 90]		[COMMISSARY/PERISHABLE]	
ORDERED DATE		[16]	[JUN]	[90]	[OR]	[0167]	
		DD	MMM	YY		[JULIAN DATE]	
						[(YDDD)]	
REQUIRED DELIVERY DATE		[17]	[JUN]	[90]			
		DD	MMM	YY			
[]		[]	[]	[]
]							
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]					
		[CONFIRM INDICATOR:][Y]					
Enter 'Y' to confirm or 'N' to continue input and press <ESC>							

Figure 5.4-90 Create Post-Post Process Commissary/Perishable Screen (AJK-781).

a. Enter the calendar date and press [ENTER]. The Julian date is displayed.

OR

b. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the calendar date is displayed. Then, the cursor moves to the REQUIRED DELIVERY DATE field.

c. Enter a required delivery date and press [ESC]. The completed CONFIRM INDICATOR field is displayed.

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(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Commissary/Perishable Screen AJK-776 is displayed.

d. The remaining data entry screens and processing steps for completing a post-post requisition for commissary items are the same as in creating DPSC/DSO post-post requisitions. See paragraphs 5.4.5.6 and 5.4.5.7 for processing instructions.

5.4.5.11 Post-Post Requisitions Perishability Menu - Non-BPA LP. To create local purchase post-post requisitions, select D from the Post-Post Requisitions Source Menu (para 5.4.5.3). The Post-Post Requisitions Perishability Menu - Non BPA LP is displayed. Use this menu (fig. 5.4-91) when you create a post-post requisition for local purchase non-BPA items.

PERISHABILITY: A B R X		
Create Post-Post Requisitions for PERISHABLE items		
[
DATE [16 Jun 90]	POST-POST REQUISITIONS PERISHABILITY MENU	AJK-651
	[NON-BPA LP]	
OPTION	DESCRIPTION	
CODE		
A	PERISHABLE ITEMS	
B	SEMIPERISHABLE ITEMS	
R	RETURN TO POST-POST REQUISITIONS SOURCE MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 5.4-91. Post-Post Requisitions Perishability Menu - Non-BPA LP (AJK-651).

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a. Select A or B and the Create Post-Post Process Non BPA LP/Perishable Screen AJK-781 (fig. 5.4-92) is displayed.

NOTE: Processing is the same when creating perishable and semiperishable post-post requisitions for local purchase items. However, the screens show PERISH-ABLE or SEMIPERISHABLE, as appropriate.

b. Select R and the Post-Post Requisitions Source Menu is displayed.

c. Select X and the system login screen is displayed.

5.4.5.12 Create Post-Post Process Non - BPA LP/Perishable Screen AJK-781. Use this screen (fig. 5.4-92) to enter the date ordered, required delivery date, and PIIN. The cursor is positioned in the ORDERED DATE field.

[DATE [16 Jun 90]	CREATE POST-POST PROCESS	AJK-781
	[NON-BPA LP/PERISHABLE]
	ORDERED DATE	[16] [JUN] [90] [OR] [0167]	
		DD MMM YY [JULIAN DATE]	
			[(YDDD)]
	REQUIRED DELIVERY DATE	[17] [JUN] [90]	
		DD MMM YY	
	[PIIN]	[DABT59] [-] [90] [-] [A] [1244]	
]		
	[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]		
	[CONFIRM INDICATOR:][Y]		
Enter 'Y' to confirm or 'N' to continue input and press <ESC>			

Figure 5.4-92. Create Post-Post Process Non-BPA LP/Perishable Screen (AJK-781).

a. Enter the date and press [ENTER]. The cursor moves to the REQUIRED DELIVERY DATE field.

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b. Enter a required delivery date and press [ENTER]. The cursor moves to the partially completed PIIN field.

c. Complete the PIIN and Press [ESC]. The completed CONFIRM INDICATOR field is displayed.

(1) Press [ESC] and the cursor moves back to the ORDERED DATE field. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Non -BPA LP/Perishable Screen AJK-778 is displayed.

5.4.5.13 Create Post-Post Process Non-BPA LP/Perishable Screen AJK-778. Use this screen (fig. 5.4-93) to enter TIINs for local purchase items. The cursor is positioned in the TIIN field.

[AJK-778
DATE [16 Jun 90]	CREATE POST-POST PROCESS	
	[NON-BPA LP/PERISHABLE]	
TIIN	ITEM NAME	
{043-3198}	[EGGS SHELL DOM]
{	[]
{	[]
{	[]
{	[]
{	[]
{	[]
{	[]
[[]
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]		
[CONFIRM INDICATOR:][Y]		
Enter 'Y' to confirm or 'N' to continue input and press <ESC>		

Figure 5.4-93. Create Post-Post Process Non-BPA LP/Perishable Screen (AJK-778).

a. Enter a TIIN and press [ENTER]. The item name is displayed and the cursor moves to the next field.

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b. Repeat this step until you enter all the local purchase TIINs ordered.

c. When you finish your entries, press [ESC].

(1) Press [ESC] and the cursor moves back to the TIIN field for the first item. You can correct your entries.

OR

(2) Enter Y to confirm and press [ESC]. The Create Post-Post Process Non BPA LP/Perishable Screen AJK-777 is displayed.

5.4.5.14 Create Post-Post Process Non - BPA LP/Perishable Screen AJK-777. Use this screen (fig. 5.4-94) to enter quantities and contract prices for local purchase items. The PIIN, RDD, NSN/MCN, item name, and unit of issue are displayed. Data entry fields are displayed for the order quantity and contract price. The cursor is positioned in the ORDER QTY field for the first item.

[
DATE [16 Jun 90]		CREATE POST-POST PROCESS			AJK-777	
[NON-BPA LP/PERISHABLE]						
PIIN: [DABT59-90-A-1234]		REQUIRED DELIVERY DATE: [17Jun 90]				
NSN/MCN		ITEM NAME	UI	ORDER QTY	CONTRACT PRICE	EXTENDED PRICE
[8910-00-043-3198],		[EGGS SHELL DOM][DZ]	[60]	[0.8900]\$	[53.40]
[]	[][]	[]]
[]	[][]	[]]
[]	[][]	[]]
[]	[][]	[]]
[]	[][]	[]]
[TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.]						
[CONFIRM INDICATOR:][Y]						
Enter 'Y' to confirm or 'N' to continue input and press <ESC>						

Figure 5.4-94. Create Post-Post Process Non-BPA LP/Perishable Screen (AJK-777).

a. Enter a quantity and press [ENTER]. The cursor moves to the CONTRACT PRICE field.

NOTE: When you change a contract price, the following messages are displayed: **PRICE FOR NSN 8910-00-043-3198 WILL BE CHANGED FROM \$0.6900 TO \$0.7900**, and **RECEIPTS POSTED WITH AN INCORRECT PRICE MUST BE REVERSED BEFORE PRICE CHANGE**. Then, the cursor moves back to the completed CONFIRM INDICATOR field.

b. Enter the contract price and press [ENTER]. The extended price is displayed and the cursor moves to the next item.

c. Repeat steps a and b until you finish your order.

d. When you finish your entries, press [ESC]. The completed CONFIRM INDICATOR field is displayed.

(1) Press [ESC] and the cursor moves back to the ORDER QTY field for the first item. You can enter new data.

OR

(2) Enter Y to confirm and press [ESC]. The database files are updated and the Post-Post Requisitions Perishability Menu - Non - BPA LP/Perishable is displayed. See paragraph 5.4.5.11 for processing instructions.

5.4.5.15 Process Interrupt Ring Menu. Use this ring menu (fig. 5.4-95) to continue processing, start over, return to the Requisitioning Command Menu, or exit processing.

PROCESS INTERRUPT: **CONTINUE** START OVER DISCARD & RETURN eXit
Ignore interrupt and continue normal processing on this screen.

Figure 5.4-95. Process Interrupt Ring Menu.

a. Select CONTINUE and you can continue processing on the same screen.

- b. Select START OVER to display ring menus as follows:
 - (1) When you are creating post-post requisitions for DPSC items, the Post-Post Requisitions Perishability Menu - DPSC/Perishable is displayed.
 - (2) When you are creating post-post requisitions for DSO items, the Post-Post Requisitions Source Menu is displayed.
 - (3) When you are creating post-post requisitions for commissary items, the Post-Post Requisitions Perishability Menu - Commissary/Perishable is displayed.
 - (4) When you are creating post-post requisitions for local purchase items, the Post-Post Requisitions Perishability Menu - Non-BPA LP/Perishable is displayed.
- c. Select DISCARD & RETURN and the Requisitioning Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

5.4.5.16 Outputs. No reports are printed during this process.

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5.5.1.3.1 DPSC Option. To begin processing DPSC receipts, select A and the Enter DONs for Receipt Screen AJK-711 (fig. 5.5-3) is displayed.

NOTE: When you select options A, B, or C to process a receipt, the Enter DONs for Receipt Screen AJK-711 is displayed. See paragraphs 5.5.1.3.1 thru 5.5.1.3.7 for processing steps.

5.5.1.3.2 Enter DONS for Receipt Screen AJK-711. Use this screen to enter document numbers for the items you receipt for. The cursor is positioned in the REQUISITION DODAAC field.

[]
DATE: [15 Mar 92]	AJK-711
ENTER DONS FOR RECEIPT	
REQUISITION DODAAC: [W26QKQ]	
DOCUMENT NUMBER (LAST 8 # 'S)	SUFFIX CODE
[01580107]	[A]
[01580108]	[A]
[01580047]	[A]
[01580042]	[A]
[01580044]	[A]
[01580049]	[A]
[01580069]	[A]
[] [PRESS <ESC> AFTER ENTERING LAST DOCUMENT NO.]	
VALID SC: A-H, J-M, Q, T-X FROM RCT DOC. LEAVE BLANK FOR COMPLETE SHIPMENT.	

Figure 5.5-3. Enter DONs for Receipt Screen (AJK-711).

a. To change the requisition DODAAC, type in a new six-position DODAAC over the old and press [ESC]. The cursor moves to the DOCUMENT NUMBER field.

OR

b. Press [ESC] with no entry and the cursor moves to the first DOCUMENT NUMBER field.

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(1) Enter the last eight digits of the document number for each item and press [ENTER]. The cursor moves to the SUFFIX CODE field.

(2) Enter a suffix code from the receipt document, or leave the field blank for a complete shipment. Press [ENTER] and the cursor moves to the next DOCUMENT NUMBER field.

c. When you finish your entries, press [ESC]. The Validate Receipt Data Screen AJK-712 is displayed.

NOTE: To interrupt processing throughout the Receipts subfunction, press [DELETE] and the Process Interrupt Ring Menu is displayed. See paragraph 5.5.1.3.6 for processing instructions.

5.5.1.3.3 Validate Receipt Data Screen AJK-712. Use this screen (fig. 5.5-4) to validate your receipt data. This screen displays the document number, NSN, unit of issue, unit price, requisition quantity, quantity due-in, receipt quantity, item name, suffix code, and shipment indicator. The cursor is positioned in the RECEIPT DATA column, NATL STOCK NUM field.

[]		
DATE: [15 Mar 92]		VALIDATE RECEIPT DATA		AJK-712	
FIELD	REQUISITION RECORD	RECEIPT DATA			
DOCUMENT NUMBER	: [W26QKQ011580107]				
NATL STOCK NUM	: [8905-00-403-9592]	[8905-00-403-9592]			
UNIT OF ISSUE	: [LB]	[LB]			
UNIT PRICE	: [\$1.14]	[\$1.14]			
REQUISITION QTY	: [180]				
QTY DUE-IN	: [140]				
RECEIPT QTY	: [40]			
ITEM NAME	: [BACON SLICED FZN SHINGLE]	[BACON SLICED FZN SHINGLE]			
SUFFIX CODEE	:	[A]			
SHIPMENT	:	[P]			
[] [AFTER ENTERING DATA, PRESS <ESC>.] []					

Figure 5.5-4. Validate Receipt Data Screen (AJK-712).

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a. Change the stock number (if necessary) by typing in new data over the old and pressing [ENTER]. The cursor moves to the UNIT PRICE field.

OR

b. Press [ENTER] with no entry and the cursor moves to the UNIT PRICE field.

(1) Enter a new price (if applicable) and press [ENTER]. The cursor moves to the RECEIPT QTY field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the RECEIPT QTY field.

c. Enter the receipt quantity and press [ENTER]. The cursor moves to the SUFFIX CODE field.

NOTE: If the receipt quantity exceeds the requisition quantity, a message is displayed:
WARNING - QTY RECEIVED GREATER THAN QTY DUE-IN. A zero is displayed in the QTY DUE-IN field.

d. Enter the suffix code (optional) and press [ENTER]. The cursor moves to the SHIPMENT IND field.

e. Enter the shipment indicator code (P = Partial or F = Final) and press [ESC]. The next item is displayed. Repeat steps a thru e until all document numbers are processed.

f. When the last document is processed, the cursor moves to the CONFIRM RECEIPT field.

(1) Enter C and press [ESC] to confirm. The Close Receipt Screen AJK-721 is displayed with the Process Another Receipt Ring Menu at the top of the screen. See paragraph 5.5.1.3.5 for processing instructions.

OR

(2) Press [ESC] with no entry and a message: **THE RECEIPT WILL NOT BE PROCESSED** is displayed. Then, the Process Another Receipt Ring Menu is displayed.

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5.5.1.3.4 Close Receipt Screen AJK-721. Use this screen (fig. 5.5-5) to review your receipt data.

PROCESS ANOTHER RECEIPT: : YES NO	
Process another receipt	
DATE: 15 Mar 92 AJK-721	CLOSE RECEIPT
VRGC NUMBER (IF ANY) : 012	
CLOSING DATE : 15 Mar 92	
NUMBER OF ITEMS : 1	
TOTAL PERISHABLE: \$45.60	
TOTAL SEMI-PERISHABLE: \$0.00	
GRAND TOTAL : : \$45.60	

Figure 5.5-5. Close Receipts Screen (AJK-721).

a. This screen displays the VRGC number (if any), closing date, number of items, total dollar amount for perishable, total dollar amount for semiperishable, and grand total dollar amount.

b. When you finish reviewing this screen, select YES or NO from the Process Another Receipt Ring Menu to continue processing.

5.5.1.3.5 Process Another Receipt Ring Menu. Use this ring menu (fig. 5.5-6) to process another receipt or return to the Process Receipt Screen AJK-717 (fig. 5.5-2).

PROCESS ANOTHER RECEIPT: : YES NO
Process another receipt

Figure 5.5-6. Process Another Receipt Ring Menu.

- a. Select YES and the Enter DONs for Receipt Screen AJK-711 is displayed.
- b. Select NO and the Process Receipt Screen AJK-717 is displayed.

5.5.1.3.6 Interrupt Options Ring Menu. Use this ring menu (fig. 5.5-7) to continue processing, start over, return to the Process Receipt Screen, or exit processing.

INTERRUPT OPTIONS:	CONTINUE	START OVER	DISCARD & RETURN	EXIT
Ignore interrupt and continue normal processing on this screen				

Figure 5.5-7. Interrupt Options Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can restart this process.
- c. Select DISCARD & RETURN and the Process Receipt Screen AJK-717 is displayed.
- d. Select EXIT and the system login screen is displayed.

5.5.1.3.7 Outputs. No reports are printed during this process.

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5.5.1.3.8 Local Purchase Option. To begin processing local purchase receipts, select D from the Process Receipt Screen. The PIIN Entry Screen AJK-867 (fig. 5.5-8) is displayed. Use this screen to complete the PIIN for a local purchase receipt.

<u>CONTRACTING OFFICE PARTIAL FIELD</u>	<u>FY FIELD</u>	<u>TYPE OF CONTRACT FIELD</u>	<u>VENDOR ASSIGNED CODE</u>
<div style="display: flex; justify-content: space-between;">DATE: [15 Mar 92]PIIN ENTRYAJK-867</div> <div style="text-align: center; margin-top: 20px;">PIIN[DABT59] - [90] - [T] - [C123]</div> <div style="text-align: center; margin-top: 40px;">[] ENTER THE PIIN AND DEPRESS <ESC></div>			

The diagram shows a terminal window titled 'PIIN ENTRY' with 'AJK-867' in the top right corner. The date 'DATE: [15 Mar 92]' is in the top left. The main input area shows 'PIIN[DABT59] - [90] - [T] - [C123]'. Below this is a prompt '[] ENTER THE PIIN AND DEPRESS <ESC>'. Four arrows point from labels above to the fields: 'CONTRACTING OFFICE PARTIAL FIELD' points to 'DABT59'; 'FY FIELD' points to '90'; 'TYPE OF CONTRACT FIELD' points to 'T'; and 'VENDOR ASSIGNED CODE' points to 'C123'.

Figure 5.5-8. PIIN Entry Screen (AJK-867).

- a. The contracting office partial PIIN is displayed with the cursor positioned in the FY field.
 - (1) To change the fiscal year, enter a new one over the old and the cursor moves to the TYPE CONTRACT field.
 - OR
 - (2) Press [ENTER] and the cursor moves to the TYPE CONTRACT field.
 - (3) Enter the type contract code and the cursor moves to the VENDOR ASSIGNED CODE field.
 - (4) If you enter an invalid PIIN, an error message is displayed. Then, an Options Ring Menu is displayed at the top of the screen. See paragraph 5.5.1.3.9 for processing instructions.

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b. When you finish entering the vendor assigned code, press [ESC]. The Enter Quantity Received Screen AJK-710 is displayed.

5.5.1.3.9 Options Ring Menu. Use this ring menu (fig. 5.5-9) to re-enter a PIIN or exit the process.

OPTIONS: Re-enter eXit Enter another piin
--

Figure 5.5-9. Options Ring Menu.

a. Select Re-enter and the cursor moves back to the FY field. You can continue processing.

b. Select eXit and the Process Receipt Screen AJK-717 is displayed.

5.5.1.3.10 Enter Quantity Received Screen AJK-710. Use this screen (fig. 5.5-10) to enter the quantity you receive. This screen displays the PIIN, NSN/MCN, item name, unit of issue, suffix code, shipping indicator, standard price, receipt price, and quantity received.

DATE: 15 Mar 92		ENTER QUANTITY RECEIVED				AJK-710	
PIIN: DABT59-90-T-C123							
NSN/MCN	ITEM NAME	UI	S C	S I	STD PRICE	RECEIPT PRICE	QTY RECEIVED
8920-00-132-7782	CEREAL ASST (72 PK PR BX)	BX		P	\$ 8.81	\$5.7600	1
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.							
Valid SC: A-H, J-M, Q, T-X from RCT Doc. Leave BLANK for complete shipment.							

Figure 5.5-10. Enter Quantity Received Screen (AJK-710).

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a. The cursor is positioned in the SUFFIX CODE field for the first item. Valid suffix codes are displayed at the bottom of the screen.

(1) Enter a suffix code (optional) and press [ENTER]. The cursor moves to the SHIPMENT INDICATOR field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the SHIPMENT INDICATOR field.

(3) Enter the shipping indicator code (P = Partial or F = Final) and press [ENTER]. The cursor moves to the QTY RECEIVED field.

b. Enter the quantity received and press [ENTER]. The cursor moves to the next item. Repeat these steps until you receipt for all the items.

c. When you finish your entries, press [ESC]. The Local Purchase Receipt Recap Screen AJK-707 is displayed.

5.5.1.3.11 Local Purchase Receipt Recap Screen AJK-707. Use this screen (fig. 5.5-11) to review the items and total extended cost for a receipt.

DATE: 15 Mar 92		LOCAL PURCHASE RECEIPT RECAP				AJK-707	
PIIN: DABT59-90-T-C123							
NSN/MCN	ITEM NAME	UI	S C	S I	STD PRICE	QTY RCVED	EXTENDED PRICE
8920-00-132-7782	CEREAL ASST (72 PK PR BX)	BX		P	\$ 8.81	1	\$ 8.81
TOTAL EXTENDED PRICE							\$ 8.81
ENTER A "C" TO CONFIRM OR LEAVE BLANK, PRESS <ESC> WHEN DONE: C							

Figure 5.5-11. Local Purchase Receipt Recap Screen (AJK-707).

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a. This screen displays the PIIN, NSN/MCN, item name, unit of issue, suffix code, shipping indicator code, standard price, quantity received, extended price per item, and total extended price.

b. You can use the following keys to review this screen:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC] and the CONFIRM OPTION field is displayed.

(1) Enter C and press [ESC] to confirm. The Close Receipt Screen AJK-721 is displayed with the following message: * * * **RECEIVING REPORT WILL BE PRINTED** * * *. See paragraph 5.5.1.3.4 for processing instructions.

OR

(2) Press [ESC] with no entry and the message: **THIS RECEIPT WILL NOT BE PROCESSED** is displayed. Then, the Options Ring Menu is displayed.

5.5.1.3.12 Options Ring Menu. Use this ring menu (fig. 5.5-12) to process another local purchase receipt or return to the Process Receipt Menu.

OPTIONS: Repeat eXit Process another local purchase receipt
--

Figure 5.5-12. Options Ring Menu.

a. Select Repeat and the PIIN Entry Screen AJK-867 is displayed.

b. Select eXit and the Process Receipt Screen is displayed.

5.5.1.3.13 Outputs.

a. The SF 36 - Local Purchase Receiving Report (PCN AJK-VC1) is printed during this process. See appendix C for an example of this report.

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b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.5.1.3.14 Turn-in Option. To begin processing turn-ins, select E from the Process Receipt Screen. The Enter Turn-in Number Screen AJK-868 (fig. 5.5-13) is displayed. Use this screen to enter the turn-in number for a receipt.

5.5.1.3.14.1 Processing Restrictions. None.

5.5.1.3.14.2 Processing Materials. For more information, use the following materials:

a. On-line customers must give TISA a copy of the Turn-in to TISA Report (PCN AJK-468).

b. Off-line customers must give TISA a DA Form 3161 (Request for Issue or Turn-in).

[]	
DATE: [16 Jun 90	ENTER TURN-IN NUMBER	AJK-868	
TURN-IN NUMBER	[P3700][0166][0011]		
	CUSTOMER YDDD SERIAL		
RECEIPT DATE	[16] [JUN] [90]		
	DD MMM YY		
[] ENTER THE TURN-IN NUMBER AND DEPRESS <ESC>			
Enter the day the item was turned in.			

Figure 5.5-13. Enter Turn-in Number Screen (AJK-868).

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- a. The cursor is positioned in the CUSTOMER field. Enter a six-position customer ID code and the cursor moves to the YDDD field.
- b. Enter a Julian date and the cursor moves to the SERIAL field.
- c. Enter a four-digit serial number and press [ESC]. The Enter Turn-in Data Screen AJK-716 (para 5.5.1.3.16) or the Review Turn-in Data Screen AJK-709 (para 5.5.1.3.17) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER field. You can correct your entries.
- e. When the turn-in number is not on the Receipt Header File, the Enter Turn-in Ring Menu is displayed.

5.5.1.3.15 Enter Turn-in Ring Menu. Use this ring menu (fig. 5.5-14) to create a turn-in number, return to the Process Receipt Screen, or exit processing.

ENTER TURN-IN: ENTER RETURN eXit
ENTER TURN-IN DATA FOR CUSTOMER

Figure 5.5-14. Enter Turn-in Ring Menu.

- a. Select ENTER and you can create a turn-in number for the customer.
- b. Select RETURN and the Process Receipt Screen AJK-717 is displayed.
- c. Select eXit and the system login screen is displayed.

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5.5.1.3.16 Enter Turn-in Data Screen AJK-716. Use this screen (fig. 5.5-14A) to enter TIINs for items being turned in by off-line customers or on-line customers that did not process a turn-in through the system. The cursor is positioned in the TIIN field for the first item.

[ENTER TURN-IN DATA]					
DATE: [16 Jun 90]				AJK-716	
TURN-IN NUMBER: [P3700 -0165-0001]					
TIIN	ITEM NAME	UI	UNIT PRICE	RECEIPT QTY	EXTENDED PRICE
[782-3195]	[BUTTER PATTIES SURPLUS][LB]	[\$0.12]	[50]	\$ [6.00]
[125-8440]	[CHEESE NAT CHEDDAR][LB]	[\$1.66]	[100]	[166.00]
[063-3121]	[VEAL ROAST][LB]	[\$2.45]	[150]	[367.50]
[782-3193]	[BUTTER PRINT SUR 1 LB][LB]	[\$0.09]	[20]	[1.80]
[]	[]][]	[]	[]	[]
[]	[]][]	[]	[]	[]
[]	[]][]	[]	[]	[]
[]	[]][]	[]	[]	[]
WHEN FINISHED ENTERING ALL TURN-IN DATA, DEPRESS <ESC>					
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank and depress <ESC>					

Figure 5.5-14A Enter Turn-in Data Screen (AJK-716).

- a. Enter a TIIN and press [ENTER]. The item name, unit of issue, and unit price are displayed. Then, the cursor moves to the RECEIPT QTY field.
 - b. Enter the quantity received and press [ENTER]. The extended price is displayed and the cursor moves to the next TIIN field.
 - c. Repeat steps a and b until you enter TIINs for all items being turned in.
 - d. When you finish your entries, press [ESC]. The cursor moves to the CONFIRM INDICATOR field.
- (1) Enter C to confirm and press [ESC]. The Close Receipt Screen AJK-721 is displayed with the Process Another Receipt Ring Menu at the top of the screen.

OR

- (2) Press [ESC] with no entry and the message: **TURN-IN WAS NOT CONFIRMED - NO FILES UPDATED** is displayed. Then, the Process Another Receipt Ring Menu is displayed. See paragraph 5.5.1.3.18 for processing instructions.

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5.5.1.3.17 Review Turn-in Data Screen AJK-709. Use this screen (fig. 5.5-14B) to review items turned in by on-line customers. The sequence number, TIIN, item name, unit of issue, unit price, receipt quantity, and extended price are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the RECEIPT QTY field.

[REVIEW TURN-IN DATA]	
DATE: [16 Jun 90]								AJK-709	
TURN-IN NUMBER: [P3707 -0166-0003]									
SEQ NO	TIIN	ITEM NAME	UI	UNIT PRICE	RECEIPT QTY	EXTENDED PRICE			
[1]	[126-8804]	[ORANGES FRESH]	[LB]	\$ [0.32]	[50]	\$ [16.00]		
[2]	[164-0485]	[FISH PERCH FILLET FZN]	[LB]	[3.44]	[60]	[206.40]		
[3]	[117-3358]	[LETTUCE UNWR FRESH]	[LB]	[0.29]	[100]	[29.00]		
[4]	[965-2128]	[CHIC CUT UP W/O BACK]	[LB]	[0.80]	[50]	[40.00]		
[]	[]	[]	[]	[]	[]	[]]		
[]	[]	[]	[]	[]	[]	[]]		
[]	[]	[]	[]	[]	[]	[]]		
[]	[]	[]	[]	[]	[]	[]]		
WHEN FINISHED REVIEWING/MODIFYING TURN-IN DATA, DEPRESS <ESC>									
[CONFIRM INDICATOR:][C]									
Enter 'C' to confirm or leave blank and depress <ESC>									

Figure 5.5-14B Review Turn-in Data Screen (AJK-709).

- a. You can review items by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
 - b. To change a quantity, enter a new one over the old and press [ENTER]. The extended price is adjusted and the cursor moves to the next item.
 - c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - (1) Enter C to confirm and press [ESC]. The Close Receipt Screen AJK-721 is displayed with the Process Another Receipt Ring Menu at the top of the screen.
- OR
- (2) Press [ESC] with no entry and a message is displayed: **TURN-IN WAS NOT CONFIRMED - NO FILES UPDATED.** Then, the Process Another Receipt Ring Menu is displayed.

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5.5.1.3.18 Process Another Receipt Ring Menu. Use this ring menu (fig. 5.5-15) to process another turn-in, return to the Process Receipt Screen AJK-717, or exit processing.

PROCESS ANOTHER RECEIPT: PROCESS RETURN EXIT
Process another receipt

Figure 5.5-15. Process Another Receipt Ring Menu.

- a. Select PROCESS and the Enter Turn-in Number Screen AJK-868 is displayed.
- b. Select RETURN and the Process Receipt Screen AJK-717 is displayed.
- c. Select EXIT and the system login screen is displayed.

5.5.1.3.19 Process Interrupt Ring Menu. Use this ring menu (fig. 5.5-16) to continue processing, start over, return to the Receipts Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.5-16. Process Interrupt Ring Menu.

- a. Select CONTINUE and the cursor moves back to the last data entry field you completed.
- b. Select START OVER and you can restart the process.
- c. Select DISCARD & RETURN and the Receipts Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.5.1.3.20 Outputs.

- a. The Turn-in to TISA DA Form 3161 Facsimile Report (PCN AJK-VJ1) is printed during this process. See appendix C for an example of this report.
 - b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report.
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.
- For example.

COFF: 30 Sep 01 DEST: Oct 03.

5.5.2 Receipt Inquiry Process. Use this process to review information on items receipted for or receipts that are still open.

5.5.2.1 Processing Restrictions. None.

5.5.2.2 Processing Materials. None.

5.5.2.3 Receipt Inquiry Selection Screen AJK-703. Use this screen (fig. 5.5-17) to select which type of inquiry you want to run.

a. Select B from the Receipts Command Menu. The Receipt Inquiry Selection Screen is displayed.

[]												
DATE: [15 Mar 92]	RECEIPT INQUIRY SELECTION	AJK-703												
<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 20%; text-align: center;">OPTION</th><th style="text-align: left;">DESCRIPTION</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td>DETAILED VRGC RECEIPT</td></tr><tr><td style="text-align: center;">2</td><td>DETAILED TURN-IN</td></tr><tr><td style="text-align: center;">3</td><td>SUMMARY OF TURN-INS</td></tr><tr><td style="text-align: center;">4</td><td>RETURN TO THE RECEIPTS COMMAND MENU</td></tr><tr><td style="text-align: center;">5</td><td>EXIT FROM TISA PROCESSING</td></tr></tbody></table>			OPTION	DESCRIPTION	1	DETAILED VRGC RECEIPT	2	DETAILED TURN-IN	3	SUMMARY OF TURN-INS	4	RETURN TO THE RECEIPTS COMMAND MENU	5	EXIT FROM TISA PROCESSING
OPTION	DESCRIPTION													
1	DETAILED VRGC RECEIPT													
2	DETAILED TURN-IN													
3	SUMMARY OF TURN-INS													
4	RETURN TO THE RECEIPTS COMMAND MENU													
5	EXIT FROM TISA PROCESSING													
ENTER THE DESIRED OPTION AND DEPRESS <ENTER> : [1]														
VRGC NUMBER: [11] AND MONTH OF RECEIPT: [MAR]														
TURN-IN NUMBER: [] - [] - []														
Enter the month of the receipt in format [MMM], then depress <ENTER>.														

Figure 5.5-17. Receipt Inquiry Selection Screen (AJK-703).

Enter the month of the receipt in format [MMM], then depress [ENTER].

b. This screen displays three process options and two exit options.

5.5.2.3.1 Detailed VRGC Receipt Option. Use this option to review receipt status for a specific VRGC number.

a. Select 1 from the Receipt Inquiry Selection Screen and press [ENTER]. The cursor moves to the VRGC NUMBER field.

b. Enter a VRGC number and press [ENTER]. The cursor moves to the MONTH OF RECEIPT field.

c. Enter the month of receipt in mmm format and press [ENTER]. The Detailed Receipt Inquiry Screen AJK-705 is displayed.

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d. This screen (fig. 5.5-18) displays the VRGC number, NSN/MCN, item name, unit of issue, unit price, quantity received, quantity due-in, and shipping indicator. Fourteen items can be displayed at a time.

Use UP or DOWN arrow keys to display all data.							
Depress <Esc> when finished viewing data.							
[
DATE: [15 Mar 92]	DETAILED RECEIPT INQUIRY						AJK-705
[VRGC NUMBER: 11]					
NSN/MCN	ITEM NAME	UNIT ISSUE	UNIT PRICE	QTY REC	QTY DUE-IN	SHP IND	
[8905-00-164-0485]	[FISH PERCH FILLET FZN]	[LB]	[\$3.44]	[200]	[0]	[P]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	

Figure 5.5-18. Detailed Receipt Inquiry Screen (AJK-705).

- e. You can use the following keys to review this screen:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- f. When you finish your review, press [ESC]. The Options Ring Menu is displayed.

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5.5.2.3.2 Options Ring Menu. Use this ring menu (fig. 5.5-19) to continue your review, process another receipt inquiry, or return to the Receipt Command Menu.

OPTIONS:	DISPLAY AGAIN	ANOTHER INQUIRY	RETURN
Re-Display The Data			

Figure 5.5-19. Options Ring Menu.

- a. Select DISPLAY AGAIN and the cursor moves back to the first NSN/MCN field.
- b. Select ANOTHER INQUIRY and the Receipt Inquiry Selection Screen AJK-703 is displayed.
- c. Select RETURN and the Receipts Command Menu is displayed.

5.5.2.3.3 Detailed Turn-in Option. Use this option to review turn-in receipts.

- a. Select 2 from the Receipt Inquiry Selection Screen and press [ENTER]. The cursor moves to the TURN-IN NUMBER field.
- b. Enter a six-position DODAAC code and the cursor moves to the JULIAN date field.
- c. Enter a four-digit Julian date and the cursor moves to the SERIAL NUMBER field.
- d. Enter a four-digit serial number and press [ENTER]. The Detailed Receipt Inquiry - Turn-in Screen AJK-705 is displayed.
- e. If you enter invalid turn-in data, an Options Ring Menu is displayed. See paragraph 5.5.2.3.4 for processing instructions.

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f. This screen (fig. 5.5-20) displays the turn-in number, NSN/MCN, item name, unit of issue, unit price, quantity received, quantity due-in, and shipping indicator. Fourteen items can be displayed at a time.

[]													
DATE: [15 Mar 92]				DETAILED RECEIPT INQUIRY														AJK-705									
[TURN-IN NUMBER: FB6461-2075-0001]																											
UNITUNITQTYQTYSHP																											
NSN/MCN				ITEM NAMEISSUEPRICERECDUE-ININD																							
[8905-00-164-0485]				[FISH PERCH FILLET FZN]		[LB]		[\$3.44]		[10]		[0] [F]											
[8905-00-209-5923]				[CHITTERLINGS FZN RAW]		[LB]		[\$0.54]		[50]		[0] [F]											
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Figure 5.5-20. Detailed Receipt Inquiry - Turn-in Screen (AJK-705).

g. You can use the following keys to review this screen:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

h. When you finish your review, press [ESC]. The Options Ring Menu is displayed. See paragraph 5.5.2.3.2 for processing instructions.

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5.5.2.3.4 Options Ring Menu. This ring menu (fig. 5.5-21) is displayed when you enter invalid turn-in data on the Receipt Inquiry Selection Screen.

```
OPTIONS:  ANOTHER INQUIRY  RETURN
[
Process Another Inquiry
```

Figure 5.5-21. Options Ring Menu.

- Select ANOTHER INQUIRY and you can continue processing on the same screen.
- Select RETURN and the Receipts Command Menu is displayed.

5.5.2.3.5 Summary of Turn-ins Option. Use this option to review a summary of open and closed turn-in receipts.

- Select 3 from the Receipts Inquiry Selection Screen and press [ENTER].
- The Summary of Turn-ins Screen AJK-708 (fig. 5.5-22) is displayed.

Use UP or DOWN keys to display any more data.			
Depress <Esc> when finished viewing data.			
[
DATE: [15 Mar 92]	SUMMARY OF TURN-INS		AJK-708
TURN-IN NUMBER	DATE RECEIVED	DATE CLOSED	ITEMS RECEIVED
[FB6461-2075-0001]	[15 Mar 92]	[15 Mar 92]	[2]
[YDF006-2049-0010]	[15 Feb 92]	[]	[0]
[YDF006-2051-0011]	[15 Feb 92]	[]	[0]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Figure 5.5-22. Summary of Turn-ins Screen (AJK-708).

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c. This screen displays the turn-in number, date received, date closed, and number of items received. Twelve items can be displayed at a time.

d. You can use the following keys to review this screen:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and [F4] to page back.

e. When you finish your review, press [ESC]. The Options Ring Menu is displayed. See paragraph 5.5.2.3.4 for processing instructions.

5.5.2.3.6 Outputs. No reports are printed during this process.

5.6 Issues Subfunction.

a. The Issues Subfunction contains processes to record issues to TISA customers, provide credits for commercially procured subsistence, convert ration requests to issue documents, query issue transactions, and update files. It also includes a return to the Stock Accounting Command Menu and an exit from TISA processing. Issues can be processed any time during the month. This subfunction contains five processes and two exit options:

- (1) Identify ARCS Customer Requirements (para 5.6.1).
- (2) Issue Document Query/Modify/Execute (para 5.6.2).
- (3) Harborcraft Commercial Issues (para 5.6.3).
- (4) Convert Ration Requests to Issue Document (para 5.6.4).
- (5) Other Issues (para 5.6.5).

b. To review the processes in the Issues subfunction, select option E from the Stock Accounting Command Menu.

NOTE: When you are running this subfunction with a large number of users, you may encounter an MIF table lock. A message is displayed: **The MIF table is locked by another user.**

Press R to retry the process.

OR

Press X to exit processing.

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c. The Issues Command Menu (fig. 5.6-1) is displayed.

ISSUES: A B C D E R X		
IDENTIFY ARCS CUSTOMER REQUIREMENTS		
DATE: 07 MAY 92	ISSUES COMMAND MENU	AJK-818
OPTION CODE	DESCRIPTION	
A	IDENTIFY ARCS CUSTOMER REQUIREMENTS	
B	ISSUE DOCUMENT QUERY/MODIFY/EXECUTE	
C	HARBORCRAFT COMMERCIAL ISSUES	
D	CONVERT RATION REQUESTS TO ISSUE DOCUMENT	
E	OTHER ISSUES	
R	RETURN	
X	EXIT	
ENTER THE DESIRED OPTION CODE THRU THE RING MENU SELECTION. OPTION CODE:		

Figure 5.6-1. Issues Command Menu Screen (AJK-818).

5.6.1 Identify ARCS Customer Requirements Process. Use this process to see which customers have or have not submitted shopping lists to TISA.

5.6.1.1 Processing Restrictions. Run this process only after DFO customer requirements are passed to TISA.

5.6.1.2 Processing Materials. None.

5.6.1.3 Identify ARCS Customer Requirements Screen AJK-624. To review the shopping list status, select A from the Issues Command Menu. The Identify ARCS Customer Requirements Screen (fig. 5.6-2) is displayed.

[DATE: [11 APR 92]	IDENTIFY ARCS CUSTOMER REQUIREMENTS	AJK-624
ISSUE DATE:			
[13 Apr 92]			
DD MMM YY			
Enter The Issue Date, Then Depress <ENTER>!			

Figure 5.6-2. Identify ARCS Customer Requirements Screen (AJK-624).

- a. The cursor is positioned in the ISSUE DATE field.
- b. Enter the date and press [ENTER]. The Identify ARCS Customer Requirements Screen AJK-625 (fig. 5.6-3) is displayed.
- c. To interrupt processing, press [DELETE]. The Exit To: Ring Menu is displayed. See paragraph 5.6.1.6 for processing instructions.

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5.6.1.4 Identify ARCS Customer Requirements Screen AJK-625. Use this screen (fig. 5.6-3) to review lists of dining facilities with or without shopping lists and print a report for the entered issue date.

DATE: [11 APR 92]	IDENTIFY ARCS CUSTOMER REQUIREMENTS	AJK-625
THE FOLLOWING DINING FACILITIES DO NOT HAVE SHOPPING LISTS FOR [13 APR 92]	THE FOLLOWING DINING FACILITIES HAVE SHOPPING LISTS FOR [13 APR 92]	
[YDF001]	[YDF008]	
[YDF002]	[]	
[YDF003]	[]	
[YDF004]	[]	
[YDF005]	[]	
[YDF006]	[]	
[YDF007]	[]	
[]	[]	
[]	[]	
[]	[]	
[]	[]	

Figure 5.6-3. Identify ARCS Customer Requirements Screen (AJK-625).

- a. This screen displays columns for dining facilities with and without shopping lists.
- b. The customers without shopping lists are displayed first. The cursor is positioned in the field for the first customer.
 - (1) Use the [ENTER] or ARROW keys to move up and down this column.
 - (2) Use the [F3] or [F4] key to page forward and back.
- c. When you finish reviewing this list, press [ESC]. Customers with shopping lists are displayed next.
- d. When you finish your review, press [ESC]. A PRINT OPTION field is displayed.
 - (1) To print the report, enter X and press [ENTER]. The Identify ARCS Customer Requirements Report (PCN AJK-XB1) is printed. Then, the Repeat the Process Ring Menu is displayed. See paragraph 5.6.1.5 for processing instructions.

(2) If you do not want a print, leave the field blank and press [ENTER]. The Repeat the Process Ring Menu is displayed.

5.6.1.5 Repeat the Process Ring Menu. Use this ring menu (fig. 5.6-4) to repeat the process or exit to the Issues Command Menu.

REPEAT THE PROCESS?: YES NO
EXIT TO ISSUES COMMAND OPTIONS

Figure 5.6-4. Repeat the Process Ring Menu.

- a. Select YES and you can repeat the process.
- b. Select NO and the Issues Command Menu is displayed.

5.6.1.6 Exit To: Ring Menu. Use this ring menu (fig. 5.6-5) to continue processing, return to the Issues Command Menu, return to the Stock Accounting Command Menu, or exit processing.

EXIT TO: CONTINUE ISSUES STOCK ACCOUNTING EXIT
CONTINUE PROCESSING

Figure 5.6-5. Exit to: Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select ISSUES and the Issues Command Menu is displayed. You can select another process.
- c. Select STOCK ACCOUNTING and the Stock Accounting Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.6.1.7 Outputs.

a. The Identify ARCS Customer Requirements Report (PCN AJK-XB1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.6.2 Issues - Query/Modify/Execute Process.

a. Use the Issues - Query/Modify/Execute process to query, modify, and execute customer shopping lists and update database files. Issues can be processed any time during the accounting month. This process contains five subprocesses and two exit options:

(1) Query All Issue Documents (para 5.6.2.1).

(2) Query A Specific Issue Document (para 5.6.2.7).

(3) Modify Issue Documents (para 5.6.2.19).

(4) Print DVD Summary Report (para 5.6.2.26).

(5) Execute Issue Documents (para 5.6.2.31).

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NOTE: At the start of each issue day, it is recommended that you select option D to print the Summary of DVD Requirements Report (PCN AJK-XW1). This report is used to show a list of items scheduled for delivery to the warehouse for off-line customers. When you select D, the Issue Document [DVD SMY] Screen AJK-626 is displayed. See paragraph 5.6.2.26 for processing instructions.

b. To review the subprocesses in the Issue Document Query/Modify/Execute process, select option B from the Issues Command Menu. The Issues Query/Modify/Execute Menu (fig. 5.6-6) is displayed.

[]

DATE: [15 APR 92]ISSUES QUERY/MODIFY/EXECUTE MENUAJK-639

OPTION CODE	MENU SELECTION OPTIONS
A	QUERY ALL ISSUE DOCUMENTS
B	QUERY A SPECIFIC ISSUE DOCUMENT
C	MODIFY ISSUE DOCUMENTS
D	PRINT DVD SUMMARY REPORT
E	EXECUTE ISSUE DOCUMENTS
R	RETURN
X	EXIT

SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []

Figure 5.6-6. Issues Query/Modify/Execute Menu Screen (AJK-639).

5.6.2.1 Query All Issue Documents Subprocess. To review all shopping lists for a specific date, select A from the Issues Query/Modify/Execute Menu. The Issue Document [QUERY] Screen AJK-626 is displayed.

5.6.2.2 Processing Restrictions. None.

5.6.2.3 Processing Materials. None.

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5.6.2.4 Issue Document [QUERY] Screen AJK-626. Use this screen (fig. 5.6-7) to select the issue date you want to query. The cursor is positioned in the ISSUE DATE field.

[]
DATE: 915 APR 92]	ISSUE DOCUMENT [QUERY]	AJK-626
COMMODITY GROUP: [ALL GROUPS]		
CUSTOMER ID: []		
ISSUE DATE: [15 Apr 92]		
DD MMM YY		
TYPE ACCOUNT: []		
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.		

Figure 5.6-7. Issue Document [QUERY] Screen (AJK-626).

a Enter the issue date and press [ESC]. A please wait message is displayed. Then, the Issue Document Query Screen AJK-876 is displayed.

OR

b. Press [ENTER] until the cursor moves back to the ISSUE DATE field. You can make changes.

NOTE: To interrupt processing throughout the Issues Query/Modify/Execute subprocess, press [DELETE]. The Exit To: Ring Menu is displayed. See paragraph 5.6.2.38 for processing instructions.

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5.6.2.5 Issue Document Query Screen AJK-876. Use this screen (fig. 5.6-8) to view issue document status for all customers.

a. This screen displays the customer ID code, customer name, type of account, commodity group, and executed status. The cursor stays in the CUSTOMER ID field throughout processing.

DEPRESS <ESCAPE> WHEN FINISHED VIEWING ITEMS					
[]			
DATE: [16 APR 92]		ISSUE DOCUMENT QUERY		AJK-876	
		FOR ISSUE DATE: [17 Apr 92]			
CUSTOMER ID	CUSTOMER NAME	TYPE ACCOUNT	COMMODITY GROUP	EXECUTED	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[B]	[P]	[NO]	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[B]	[S]	[NO]	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[F]	[P]	[NO]	
[W26L77]	[HHC 176TH ENGR GP (CBT)]	[F]	[S]	[NO]	
[YLEFPR]	[KENNER ARMY HOSPITAL]	[O]	[P]	[YES]	
[YLEFPR]	[KENNER ARMY HOSPITAL]	[O]	[S]	[YES]	
[YDF001]	[ACTIVE ARMY 244TH QM BN]	[A]	[P]	[NO]	
[YDF001]	[ACTIVE ARMY 244TH QM BN]	[A]	[S]	[NO]	
[YDF004]	[ACTIVE ARMY 248TH QM BN]	[A]	[P]	[YES]	
[YDF004]	[ACTIVE ARMY 248TH QM BN]	[A]	[S]	[YES]	
TYPE ACCOUNT CODES:					
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)					
[]					

Figure 5.6-8. Issue Document Query Screen (AJK-876).

- b. You can review customer information by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your review, press [ESC]. A print option is displayed.

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(1) Enter X and press [ENTER]. The Query All Shopping Lists Report (PCN AJK-XC1) is printed. Then, the Issues Query/Modify/Execute Menu is displayed.

OR

(2) Press [ENTER] with no entry and the Issues Query/Modify/Execute Menu is displayed.

5.6.2.6 Outputs. The Query All Shopping Lists Report (PCN AJK-XC1) is printed when you select the print option. See appendix C for an example of this report. You are not required to keep a file copy of this report.

5.6.2.7 Query a Specific Issue Document Subprocess. To review a specific shopping list for a certain date, select B from the Issues Query/Modify/Execute Menu. The Commodity Group Options for the [QUERY] Process Screen is displayed.

5.6.2.8 Processing Restrictions. None.

5.6.2.9 Processing Materials. None.

5.6.2.10 Commodity Group Options for the [QUERY] Process Screen AJK-640. Use this screen (fig. 5.6-9) to select a specific commodity group, all commodity groups, return to the Issues Query/Modify/Execute Menu, or exit processing.

[
DATE: [15 APR 92]	COMMODITY GROUP OPTIONS FOR THE [QUERY] PROCESS	AJK-640
OPTION CODE	MENU SELECTION OPTIONS	
P	PERISHABLE ITEMS	
S	SEMI-PERISHABLE ITEMS	
A	ALL COMMODITY GROUP ITEMS	
R	RETURN	
X	EXIT	
SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []		

Figure 5.6-9. Commodity Group Options for the [QUERY] Process Screen (AJK-640).

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- a. Select P, S, or A and the Issue Document [QUERY] Screen AJK-626 is displayed.
- b. Select R and the Issues Query/Modify/Execute Menu is displayed.
- c. Select X and the system login screen is displayed.

5.6.2.11 Issue Document [QUERY] Screen AJK-626. Use this screen (fig. 5.6-10) to enter data for the customer and issue date you want to query. The cursor is positioned in the CUSTOMER ID field.

[]	
DATE: [16 APR 92]	ISSUE DOCUMENT [QUERY]	AJK-626
COMMODITY GROUP: [PERISHABLE]		
CUSTOMER ID: [W26AHI]		
ISSUE DATE: [16 APR 92] DD MMM YY		
TYPE ACCOUNT: [F]		
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.		
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)		

Figure 5.6-10. Issue Document [QUERY] Screen (AJK-626).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ACCOUNT field.
- c. Enter the type customer account (A, F, B, O, D, or W) and press [ESC]. A please wait message is displayed. Then, the Issue Document [QUERY] Screen AJK-627 is displayed. See paragraph 5.6.2.12 for processing instructions.

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5.6.2.12 Issue Document [QUERY] Screen AJK-627. Use this screen (fig. 5.6-11) to view an issue document for a certain commodity group and a specific customer.

a. This screen displays the customer ID code, customer name, type of account, commodity group, issue type, and date. The NSN/MCN, item name, unit of issue, quantity required, and adjusted quantity are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the NSN/MCN field.

[
DATE: [16 APR 92]		ISSUE DOCUMENT [QUERY]		AJK-627	
CUSTOMER ID: [W26AH8]		ISSUE TYPE: [FRIS] ISSUE DATE: [16 APR 92]	
CUSTOMER NAME: [56TH STA HOSP USAR]		COMMODITY GROUP: [PERISHABLE]	
NSN/MCN	ITEM NAME	U/I	QTY REQD	ADJ QTY	
[8920-00-T53-5780]	[BREAD WHOLE WHEAT 24 OZ]	[LF]	[13]	[13]
[8915-00-126-8804]	[ORANGES FRESH]	[LB]	[51]	[51]
[8915-00-582-4071]	[LEMONS FRESH]	[LB]	[13]	[13]
[8915-00-126-8812]	[APPLES EATING FRESH]	[LB]	[73]	[73]
[8915-00-616-0222]	[PEPPERS GREEN FRESH]	[LB]	[6]	[6]
[8915-00-252-3788]	[CUCUMBERS FRESH]	[LB]	[13]	[13]
[8915-00-127-8019]	[CARROT W/O TOP FRESH]	[LB]	[48]	[48]
[8915-00-582-4059]	[TOMATOES FRESH]	[LB]	[60]	[60]
[]	[]	[]	[]
[]	[]	[]	[]
[]					
DEPRESS THE ESCAPE KEY WHEN FINISHED VIEWING ITEMS.					

Figure 5.6-11. Issue Document [QUERY] Screen (AJK-627).

b. You can review customer information by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and [F4] to page back.

c. When you finish your review, press [ESC]. The Processing Options Ring Menu (fig. 5.6-12) is displayed.

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5.6.2.13 Processing Options Ring Menu. This ring menu (fig. 5.6-12) is displayed when you finish reviewing an issue document. You can print or execute the issue, modify all or selected items, process another issue, or return to the Issues Command Menu.

PROCESSING OPTIONS: PRINT EXECUTE MODIFY ANOTHER CONTINUE RETURN
Print the Issue Document!

Figure 5.6-12. Processing Options Ring Menu.

- a. Select PRINT and the shopping list report is printed based on the type customer account. A message is displayed: **Printing report . . . please wait.** Then, the cursor moves to the EXECUTE option.
- b. Select EXECUTE and the Issue Document [EXECUTE] Screen AJK-628 is displayed. See paragraph 5.6.2.36 for processing instructions.
- c. Select MODIFY and the Options Ring Menu is displayed. See paragraph 5.6.2.14 for processing instructions.
- d. Select ANOTHER and the Issues Query/Modify/Execute Menu is displayed.
- e. Select CONTINUE and you can continue processing on the same screen. The cursor moves back to the NSN/MCN field.
- f. Select RETURN and the Issues Command Menu is displayed.

5.6.2.14 Options Ring Menu. This ring menu (fig. 5.6-13) is displayed when you select MODIFY from the Processing Options Ring Menu.

OPTIONS: CHANGE DATE ADD ITEMS MODIFY ITEMS DELETE ISSUE NEXT MENU
Change the Issue Date!

Figure 5.6-13. Options Ring Menu.

- a. Select CHANGE DATE and the cursor moves to the ISSUE DATE field on Screen AJK-627.

(1) Enter a new date over the old and press [ENTER]. The cursor moves back to the Options Ring Menu.

OR

(2) Press [ENTER] with no entry and the issue date doesn't change. The cursor moves back to the Options Ring Menu.

b. Select ADD ITEMS and the cursor moves to the first blank NSN/MCN field.

(1) Enter a seven-position TIIN and press [ENTER]. The item name and unit of issue are displayed and the cursor moves to the QTY REQD field.

(2) Enter the quantity you want and press [ENTER]. The cursor moves to the next NSN/MCN field.

(3) When you finish adding items, press [ESC]. The cursor moves back to the Options Ring Menu.

c. Select MODIFY ITEMS and the cursor moves to the ADJ QTY field for the first item.

(1) The cursor stays in the ADJ QTY field throughout processing.

(2) To change a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next field.

(3) Use the following keys to review and adjust the items:

(a) Use the [ENTER] or ARROW keys to move up and down this field.

(b) Use the [F3] or [F4] key to page forward and back.

(4) When you finish your entries, press [ESC]. The cursor moves back to the Options Ring Menu.

(5) Select NEXT MENU to continue processing.

(6) See figure 5.6-19 for an example of the Issue Document [MODIFY] Screen AJK-627.

d. Select DELETE ISSUE and the Issue Document [DELETE] Screen AJK-628 is displayed. See paragraph 5.6.2.17 for processing instructions..

e. Select NEXT MENU and the Process Options Ring Menu is displayed. See paragraph 5.6.2.15 for processing instructions.

5.6.2.15 Process Options Ring Menu. This ring menu (fig. 5.6-14) is displayed when you select the NEXT MENU option.

PROCESS OPTIONS: EXECUTE SAVE DISCARD PREVIOUS MENU RETURN
Execute The Issue !

Figure 5.6-14. Process Options Ring Menu.

- a. Select EXECUTE and the Issues Document [EXECUTE] Screen AJK-628 is displayed. See paragraph 5.6.2.36 for processing instructions.
- b. Select SAVE to update your adjusted quantities. The Issue Document [MODIFY] Screen AJK-628 is displayed. See paragraph 5.6.2.16 for processing instructions.
- c. Select DISCARD and the Issues Query/Modify/Execute Menu is displayed. Any changes you make are not saved. The original issue document stays on file.
- d. Select PREVIOUS MENU and the Options Menu is redisplayed.
- e. Select RETURN and the Issues Command Menu is displayed.

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5.6.2.16 Issue Document [MODIFY] Screen AJK-628. This screen (fig. 5.6-15) is displayed when you select SAVE from the Process Options Ring Menu. Use it to confirm the adjustments you make on Screen AJK-627.

a. This screen displays the customer ID code, customer name, issue date, issue type, and commodity group. The cursor is positioned in the CONFIRM OPTION field.

[]
DATE:	[15 APR 92]	ISSUE DOCUMENT [MODIFY]	AJK-628
THE FOLLOWING ISSUE WILL BE [MODIFIED]:			
CUSTOMER ID: [W26L77]			
CUSTOMER NAME: [HCC 176TH ENGR GP (CBT)]			
ISSUE DATE: [15 Apr 92]			
ISSUE TYPE: [FRIS]			
COMMODITY GROUP: [PERISHABLE]			
ENTER "C" AND DEPRESS THE ESCAPE KEY TO CONFIRM THAT DATABASE UPDATES SHOULD BE MADE AS INDICATED ABOVE.			
DEPRESS ESCAPE WITHOUT ENTERING "C" TO PREVENT DATABASE CHANGES.			
[]			
Enter 'C' To Confirm Processing Or Processing Will Be Cancelled			

Figure 5.6-15. Issue Document [MODIFY] Screen (AJK-628).

b. Press [ESC] with no entry and the following message is displayed: **THE REQUEST FOR PROCESSING WAS CANCELED - FILES WERE NOT UPDATED !** Then, the Issues Query/Modify/Execute Menu is displayed.

OR

c. Enter C and press [ESC]. The following message is displayed: **Do you wish to print the issue? (Enter Y or N, then depress ENTER key.)**

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(1) Enter Y and press [ENTER]. A message is displayed: **Printing report . . . please wait. PROCESSING COMPLETE!** Then, the Issues Query/Modify/Execute Menu is displayed.

OR

(2) Enter N and press [ENTER]. A message is displayed: **PROCESSING COMPLETE!** Then, the Issues Query/Modify/Execute Menu is displayed.

5.6.2.17 Issue Document [DELETE] Screen AJK-628. This screen (fig. 5.6-16) is displayed when you select DELETE ISSUE from the Options Ring Menu. Use it to confirm the deletion of an issue.

a. This screen displays the customer ID code, name, issue date, issue type, and commodity group. The cursor is positioned in the CONFIRM OPTION field.

[DATE: [15 Jun 92]	ISSUE DOCUMENT [DELETE]	AJK-628]
THE FOLLOWING ISSUE WILL BE [DELETED]:		
CUSTOMER ID: [W26L77] CUSTOMER NAME: [HHC 176TH ENGR GP (CBT)] ISSUE DATE: [15 Jun 92] ISSUE TYPE: [FRIS] COMMODITY GROUP: [SEMI-PERISHABLE]		
ENTER "C" AND DEPRESS THE ESCAPE KEY TO CONFIRM THAT DATABASE UPDATES SHOULD BE MADE AS INDICATED ABOVE.		
DEPRESS ESCAPE WITHOUT ENTERING "C" TO PREVENT DATABASE CHANGES.		
[C]		
Enter 'C' To Confirm Processing Or Processing Will Be Cancelled		

Figure 5.6-16. Issue Document [DELETE] Screen (AJK-628).

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b. Press [ESC] with no entry and the following message is displayed: **THE REQUEST FOR PROCESSING WAS CANCELED - FILES WERE NOT UPDATED!** Then, the Issues Query/Modify/Execute Menu is displayed.

OR

c. Enter C and press [ESC]. The following message is displayed: **Updating Database . . . Please Wait . . .** The issue is deleted and the Issues Query/Modify/Execute Menu is displayed.

5.6.2.18 Outputs.

a. The ARCS Shopping List Report (PCN AJK-XC2), FRIS Shopping List Report (PCN AJK-XC3), Box Lunch Shopping List Report (PCN AJK-XC3), Other Issues Shopping List Report (PCN AJK-XC4), Damaged/Forced Issues Report (PCN AJK-XC5), or Warming Beverage Shopping List Report (PCN AJK-XC6) is printed based on your selection.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Keep these reports on file until you print the executed reports. Discard the old reports when you no longer need them.

5.6.2.19 Modify Issue Documents Subprocess. To modify dates or adjust quantities on a customer shopping list, select C from the Issues Query/Modify/Execute Menu. The Commodity Group Options for the [MODIFY] Process Screen AJK-640 is displayed.

5.6.2.20 Processing Restrictions. None.

5.6.2.21 Processing Materials. None.

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5.6.2.22 Commodity Group Options for the [MODIFY] Process Screen AJK-640. Use this screen (fig. 5.6-17) to select a specific commodity group, all commodity groups, return to the Issues Query/Modify/Execute Menu, or exit processing. The cursor is positioned in the MENU OPTION CODE field.

[
DATE: [16 APR 92]	COMMODITY GROUP OPTIONS FOR THE [MODIFY] PROCESS	AJK-640
OPTION CODE	MENU SELECTION OPTIONS	
P	PERISHABLE ITEMS	
S	SEMI-PERISHABLE ITEMS	
A	ALL COMMODITY GROUP ITEMS	
R	RETURN	
X	EXIT	
SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []		

Figure 5.6-17. Commodity Group Options for the [MODIFY] Process Screen (AJK-640).

- a. Select P, S, or A, and the Issue Document [MODIFY] Screen AJK-626 is displayed. The cursor is positioned in the CUSTOMER ID field.
- b. Select R and the Issues Query/Modify/Execute Menu is displayed.
- c. Select X and the system login screen is displayed.

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5.6.2.23 Issue Document [MODIFY] Screen AJK-626. Use this screen (fig. 5.6-18) to enter data for the customer and issue date you want to modify. The cursor is positioned in the CUSTOMER ID field.

[]
DATE: [17 APR 92]	ISSUE DOCUMENT [MODIFY]
	AJK-626
COMMODITY GROUP: [PERISHABLE]	
CUSTOMER ID: [YFD001]	
ISSUE DATE: [17 Apr 92]	
DD MMM YY	
TYPE ACCOUNT: [A]	
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.	
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)	

Figure 5.6-18. Issue Document [MODIFY] Screen (AJK-626).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ACCOUNT field.
- c. Enter the type customer account (A, F, B, O, D, or W) and press [ESC]. A please wait message is displayed. Then, the Issue Document [MODIFY] Screen AJK-627 (fig. 5.6-19) is displayed with an Options Ring Menu at the top of the screen.

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5.6.2.24 Issue Document [MODIFY] Screen AJK-627. Use the ring menu at the top of this screen (fig. 5.6-19) to change the issue date, add items, adjust quantities, delete the issue, or view the next ring menu.

- a. The CHANGE DATE option is highlighted.

OPTIONS: CHANGE DATE ADD ITEMS MODIFY ITEMS DELETE ISSUE NEXT MENU					
Change the Issue Date !					
[
DATE: [17 APR 92]	ISSUE DOCUMENT [MODIFY]				AJK-627
CUSTOMER ID: [YDF001] ISSUE TYPE: [ARCS] ISSUE DATE: [17 Apr 92]					
CUSTOMER NAME: [272F QM BN ACTIVE ARMY] COMMODITY GROUP: [PERISHABLE]					
NSN/MCNITEM NAMEU/IQTY REQDADJ QTY					
[8915-00-127-8904]	[ENDIVE]	[LB]	[6]	[12]
[8915-00-582-4071]	[LEMONS FRESH]	[LB]	[3]	[3]
[8915-00-126-8812]	[APPLES EATING FRESH]	[LB]	[112]	[112]
[8915-00-616-0222]	[PEPPERS GREEN FRESH]	[LB]	[21]	[21]
[8915-00-127-8019]	[CARROT W/O TOP FRESH]	[LB]	[110]	[110]
[8915-00-117-3358]	[LETUCE UNWR FRESH]	[LB]	[85]	[85]
[8915-00-616-0194]	[CABBAGE GREEN]	[LB]	[99]	[99]
[8915-00-252-3783]	[CELERY FRESH]	[LB]	[56]	[56]
[]	[[]	[]	
[]	[[]	[]	
[]					

Figure 5.6-19. Issue Document [MODIFY] Screen (AJK-627).

- b. The Options Ring Menu is explained in paragraph 5.6.2.14. When you select NEXT MENU, the Process Options Ring Menu is displayed. See paragraph 5.6.2.15 for processing instructions.

NOTE: The rest of the processing instructions for the Modify Screen AJK-627 are the same as the ones for the Query Screen AJK-627 and can be found in paragraph 5.6.2.16.

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5.6.2.25 Outputs.

a. The ARCS Shopping List Report (PCN AJK-XC2), FRIS Shopping List Report (PCN AJK-XC3), Box Lunch Shopping List Report (PCN AJK-XC3), Other Issues Shopping List Report (PCN AJK-XC4), Damaged/Forced Issues Report (PCN AJK-XC5), or Warming Beverage Shopping List Report (PCN AJK-XC6) is printed based on your selection.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Keep these reports on file until you print the executed reports. Discard the old reports when you no longer need them.

5.6.2.26 Print DVD Summary Report Subprocess. To print a list of DVD requirements, select D from the Issues Query/Modify/Execute Menu. The Issue Document [DVD SMY] Screen AJK-626 is displayed.

5.6.2.27 Processing Restrictions. None.

5.6.2.28 Processing Materials. None.

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5.6.2.29 Issue Document [DVD SMY] Screen AJK-626. Use this screen (fig. 5.6-20) to select a date for the DVD Summary Report you want to print. The cursor is positioned in the ISSUE DATE field.

[]
DATE:	[17 APR 92]	ISSUE DOCUMENT [DVD SMY]	AJK-626
		COMMODITY GROUP: []
		CUSTOMER ID: []
		ISSUE DATE: [17 Apr 92]	
		DD MMM YY	
		TYPE ACCOUNT: []
		[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.	

Figure 5.6-20. Issue Document [DVDSMY] Screen (AJK-626).

- a. Enter an issue date and press [ESC].

OR

- b. Press [ENTER] to move the cursor back to the ISSUE DATE field. You can make changes.
- c. When you press [ESC], the following message is displayed: **The DVD Summary Report Has Been Initiated.** Then, the report is printed and the Issues Query/Modify/ Execute Menu is displayed.

5.6.2.30 Outputs.

- a. The DVD Requirements Report (PCN AJK-XW1) is printed during this process. See appendix C for an example of this report.

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b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18c, TISA Accounts (1-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

5.6.2.31 Execute Issue Documents Subprocess. To execute a specific customer shopping list, select E from the Issues Query/Modify/Execute Menu. The Commodity Group Options for the [EXECUTE] Process Screen AJK-640 is displayed.

5.6.2.32 Processing Restrictions. None.

5.6.2.33 Processing Materials. None.

5.6.2.34 Commodity Group Options for the [EXECUTE] Process Screen AJK-640. Use this screen (5.6-21) to execute a specific commodity group, all commodity groups, return to the Issues Query/Modify/Execute Menu, or exit processing. The cursor is positioned in the MENU OPTION CODE field.

[
DATE: [16 APR 92]	COMMODITY GROUP OPTIONS FOR THE [EXECUTE] PROCESS	AJK-640
OPTION CODE	MENU SELECTION OPTIONS	
P	PERISHABLE ITEMS	
S	SEMI-PERISHABLE ITEMS	
A	ALL COMMODITY GROUP ITEMS	
R	RETURN	
X	EXIT	
SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE: []		

Figure 5.6-21. Commodity Group Options for the [EXECUTE] Process Screen (AJK-640).

a. Select P, S, or A and the Issue Document [EXECUTE] Screen AJK-626 is displayed. The cursor is positioned in the CUSTOMER ID field.

b. Select R and the Issues Query/Modify/Execute Menu is displayed.

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- c. Select X and the system login screen is displayed.

5.6.2.35 Issue Document [EXECUTE] Screen AJK-626. Use this screen (fig. 5.6-22) to enter data for the shopping list you want to execute. The cursor is positioned in the CUSTOMER ID field.

[]	
DATE: [16 APR 92]	ISSUE DOCUMENT [EXECUTE]	AJK-626
COMMODITY GROUP: [PERISHABLE]		
CUSTOMER ID: [W26L77]		
ISSUE DATE: [16 Apr 92] DD MMM YY		
TYPE ACCOUNT: [F]		
[] WHEN FINISHED ENTERING DATA, DEPRESS THE ESCAPE KEY.		
ENTER (A=ARCS, F=FRIS, B=BOX LUNCH, O=OTHER, D=FORCED ISSUES, W=WARMING BEV)		

Figure 5.6-22. Issue Document [EXECUTE] Screen (AJK-626).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ACCOUNT field.
- c. Enter the type customer account (A, F, B, O, D, or W) and press [ESC].

OR

- d. Press [ENTER] until the cursor moves back to the CUSTOMER ID field. You can correct your entries.

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(1) When an issue has already been executed, the following message is displayed:
NO UNEXECUTED ISSUES FOR THE ABOVE ENTRIES. PLEASE VERIFY ENTRIES.
Then, the cursor moves back to the CUSTOMER ID field.

(2) When you finish entering data, press [ESC]. A please wait message is displayed.
Then, the Issue Document [EXECUTE] Screen AJK-628 is displayed.

5.6.2.36 Issue Document [EXECUTE] Screen AJK-628. Use this screen (fig. 5.6-23) to confirm the execution of an issue document for a specific commodity group and issue date.

a. This screen displays the customer ID code, customer name, issue date, issue type, and commodity group. The cursor is positioned in the CONFIRM OPTION field.

[DATE: [15 APR 92]	ISSUE DOCUMENT [EXECUTE]] AJK-628
THE FOLLOWING ISSUE WILL BE [EXCECUTED]:		
CUSTOMER ID: [W26L77] CUSTOMER NAME: [HCC 176TH ENGR GP (CBT)] ISSUE DATE: [15 Apr 92] ISSUE TYPE: [FRIS] COMMODITY GROUP: [PERISHABLE]		
ENTER "C" AND DEPRESS THE ESCAPE KEY TO CONFIRM THAT DATABASE UPDATES SHOULD BE MADE AS INDICATED ABOVE.		
DEPRESS ESCAPE WITHOUT ENTERING "C" TO PREVENT DATABASE CHANGES.		
[C]		
Enter 'C' To Confirm Processing Or Processing Will Be Cancelled		

Figure 5.6-23. Issue Document [EXECUTE] Screen (AJK-628).

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b. Enter C and press [ESC]. The database files are updated and the shopping list report is printed. Then, the Issues Query/Modify/Execute Menu is displayed.

OR

c. Press [ESC] with no entry and a message is displayed: **THE REQUEST FOR PROCESSING WAS CANCELED - FILES WERE NOT UPDATED!** Then, the Issues Query/Modify/Execute Menu is displayed.

5.6.2.37 Outputs.

a. The ARCS Shopping List Report (PCN AJK-XC2), FRIS Shopping List Report (PCN AJK-XC3), Box Lunch Shopping List Report (PCN AJK-XC3), Other Issues Shopping List Report (PCN AJK-XC4), Damaged/Forced Issues Report (PCN AJK-XC5), or Warming Beverage Shopping List Report (PCN AJK-XC6) is printed based on your selection.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 92 DEST: Oct 94

5.6.2.38 Exit To: Ring Menu. Use this ring menu (fig. 5.6-24) to continue processing, return to the Issues Command Menu, return to the Stock Accounting Command Menu, or exit processing.

EXIT TO: CONTINUE ISSUES STOCK ACCOUNTING EXIT CONTINUE PROCESSING.
--

Figure 5.6-24. Exit To: Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select ISSUES and the Issues Command Menu is displayed.

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c. Select STOCK ACCOUNTING and the Stock Accounting Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.6.3 Harborcraft Commercial Issues Process. Use this process to record and update financial transactions for off-shore issues to all customers.

5.6.3.1 Processing Restrictions. None.

5.6.3.2 Processing Materials. None.

5.6.3.3 Harborcraft Commercial Issues Screen AJK-807. To process harborcraft issues, select C from the Issues Command Menu. The Harborcraft Commercial Issues Screen (fig. 5.6-25) is displayed. Use this screen to enter the value of items purchased by a harborcraft customer.

[]	
DATE: [05 Mar 93]	HARBORCRAFT COMMERCIAL ISSUES	AJK-807
CUSTOMER ID: [YDF005]		
TOTAL DOLLAR VALUE PERISHABLE: [\$800.00]		
TOTAL DOLLAR VALUE SEMI-PERISHABLE: [\$1100.00]		
NOTE: IF PERISHABILITY CATEGORY FOR DOLLAR VALUES CANNOT BE DETERMINED, ENTER THE TOTAL DOLLAR VALUE IN "TOTAL DOLLAR VALUE PERISHABLE".		

CREDIT AMOUNT PERISHABLE: [\$200.00]		
CREDIT AMOUNT SEMI-PERISHABLE: [\$275.00]		
[C]		
Enter a 'C' to Confirm the Data		

Figure 5.6-25. Harborcraft Commercial Issues Screen (AJK-807).

a. Enter a customer ID code and the cursor moves to the TOTAL DOLLAR VALUE PERISHABLE field.

b. Enter the total dollar amount for perishable items and press [ENTER]. The cursor moves to the TOTAL DOLLAR VALUE SEMIPERISHABLE field.

c. Enter the total dollar amount for semiperishable items and press [ENTER].

d. The credit dollar amount is displayed. Then, the cursor moves to the CONFIRM OPTION field.

(1) Enter C and press [ESC] to confirm your entries. Then, the Harborcraft Commercial Issues Screen AJK-808 is displayed. See paragraph 5.6.3.5 for processing instructions.

OR

(2) Press [ESC] with no entry and the cursor moves back to the CUSTOMER ID field.

e. To interrupt processing, press [DELETE]. The Exit Options Ring Menu is displayed.

NOTE: If the perishability category for dollar values cannot be determined, enter the total in the TOTAL DOLLAR VALUE PERISHABLE field.

5.6.3.4 Exit Options Ring Menu. Use this ring menu (fig. 5.6-26) to continue processing, start over, return to the Issues Command Menu, or exit processing.

EXIT OPTIONS: Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing.

Figure 5.6-26. Exit Options Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the Harborcraft Commercial Issues Screen AJK-807 is displayed.
- c. Select Discard & Return and the Issues Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

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5.6.3.5 Harborcraft Commercial Issues Screen AJK-808. Use this screen (fig. 5.6-27) to review the total dollar value for harborcraft commercial issues.

[]	
DATE: [05 Mar 93]	HARBORCRAFT COMMERCIAL ISSUES	AJK-808
THE FOLLOWING ISSUE HAS BEEN POSTED TO THE FINANCIAL FILES:		
CUSTOMER ID: [YDF005]		
TOTAL DOLLAR VALUE PERISHABLE: [\$800.00]		
TOTAL DOLLAR VALUE SEMI-PERISHABLE: [\$1100.00]		
GRAND TOTAL VALUE (DEBIT):[\$1900.00]		
[X]		
Enter an 'X' to print a Hard-Copy of this Issue		

Figure 5.6-27. Harborcraft Commercial Issues Screen (AJK-808).

a. The customer ID code, total dollar value perishable, total dollar value semiperishable, and grand total value (debit) are displayed.

b. The cursor is positioned in the PRINT OPTION field.

(1) To print a copy of the issue, enter X and press [ESC]. The following messages are displayed: **Updating Financial Files . . . Please Wait . .** and **Printing Harborcraft issue.** The Harborcraft Issue Report (PCN AJK-XD1) is printed. Then, the Repeat the Process Ring Menu is displayed. See paragraph 5.6.3.6 for processing instructions.

(2) If you do not want a print, leave the field blank and press [ENTER]. The Repeat the Process Ring Menu is displayed.

5.6.3.6 Repeat the Process Ring Menu. Use this ring menu (fig. 5.6-28) to repeat the process or exit to the Issues Command Menu.

REPEAT THE PROCESS? : Yes No
Re-enter the process that was just completed.

Figure 5.6-28. Repeat the Process Ring Menu.

- a. Select Yes and you can repeat the process.
- b. Select No and the Issues Command Menu is displayed.

5.6.3.7 Outputs.

- a. The Harborcraft Issue Report (PCN AJK-XD1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18d, TISA Reports (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.6.4 Convert Ration Requests to Issue Document Process. Use this process to convert off-line customer ration requests to issue documents.

5.6.4.1 Processing Restrictions. None.

5.6.4.2 Processing Materials. None.

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5.6.4.3 Convert Ration Requests Command Menu Screen AJK-641. Use this command menu (fig. 5.6-29) to select which menu you want to convert. To review menus that can be converted to ration requests, select D from the Issues Command Menu.

CONVERT RATION REQUESTS: A B C D E F G R X			
INSTALLATION MASTER MENU			
DATE: 09 Mar 92		CONVERT RATION REQUESTS COMMAND MENU	
		AJK-641	
OPTION CODE	RING MENU OPTION SELECTIONS	OPTION CODE	RING MENU OPTION SELECTIONS
A	INSTALLATION MASTER MENU	G	T-RATION MENU
B	INSTALLATION EXERCISE MENU	R	RETURN TO ISSUES COMMAND MENU
C	14-DAY MENU	X	EXIT TISA PROCESSING
D	BOX LUNCH MENU		
E	SPECIAL EXERCISES MENU		
F	B-RATION MENU		
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:			

Figure 5.6-29. Convert Ration Requests Command Menu Screen (AJK-641).

- a. Select options A, B, C, E, F, or G for the menu you want to convert. The Convert Ration Requests to Issue Document Screen AJK-629 is displayed.
- b. Select option D to convert a box lunch menu, and the Convert Ration Requests to Issue Document Screen AJK-630 is displayed. See paragraph 5.6.4.6 for processing instructions.

NOTE: The processing steps for converting all ration requests are the same except for the Box Lunch Menu.

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5.6.4.4 Convert Ration Request to Issue Document Screen AJK-629. Use this screen (fig. 5.6-30) to enter data while converting all ration requests except the Box Lunch Menu. The cursor is positioned in the CUSTOMER ID field.

HEADCOUNT	CONSUMPTION	FIELD
<u>MENU DAY FIELD</u>	<u>DATE FIELD</u>	<u>FIELD</u>
<div style="display: flex; justify-content: space-between;">[DATE: [16 Mar 92]]</div> <div style="text-align: center; margin-top: 10px;">CONVERT RATION REQUESTS TO ISSUE DOCUMENT AJK-629</div> <div style="margin-top: 20px;">CUSTOMER ID: [W26L77]</div> <div style="margin-top: 5px;">ISSUE DATE: [16][MAR][92]</div> <div style="text-align: center; margin-top: 5px;">DD MMM YY</div> <div style="margin-top: 5px;">DOCUMENT NUMBER: [W26L8F][20710013]</div> <div style="margin-top: 5px;">[14-DAY MEAL DATA]</div> <div style="margin-top: 20px; display: flex; justify-content: space-around;"><div style="text-align: center;">[1] DAY</div><div style="text-align: center;">[2] DAY</div><div style="text-align: center;">[3] DAY</div></div> <div style="margin-top: 10px; display: flex; justify-content: space-around;"><div style="text-align: center;">[17] [MAR] [92] DD MMM YY</div><div style="text-align: center;">[18] [MAR] [92] DD MMM YY</div><div style="text-align: center;">[19] [MAR] [92] DD MMM YY</div></div> <div style="margin-top: 10px; display: flex; justify-content: space-around;"><div style="text-align: center;">[200] [100] [400]</div><div style="text-align: center;">[100] [200] [100]</div><div style="text-align: center;">[300] [175] [200]</div></div> <div style="text-align: center; margin-top: 20px;">PRESS <ESC> WHEN FINISHED ENTERING DATA</div>		

Figure 5.6-30. Convert Ration Requests in Issue Document Screen (AJK-629).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter an issue date and press [ENTER]. The first six positions of the document number are displayed.

NOTE: When you use the same customer ID to convert different menus for the same dates, the previously assigned document number is displayed with the following message: **NEW ISSUE DOCUMENT WILL BE MERGED WITH EXISTING, UNEXECUTED ISSUE DOCUMENT.** The two issue documents are combined, and the cursor moves to the MENU DAY field.

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- c. Complete the document number and press [ENTER]. The cursor moves to the MENU DAY field.
- d. Enter a number for the menu day and press [ENTER]. The cursor moves to the MEAL CONSUMPTION DATE field.
- e. Enter the meal consumption date and press [ENTER]. The cursor moves to the HEADCOUNT field.
- f. Enter a headcount (0 is not a valid headcount) and press [ENTER], or press [ENTER] with no entry to skip a meal.
- g. To enter more data, repeat steps d thru f.
- h. When you finish your entries, press [ESC]. A message is displayed: **SEARCHING DATABASE - PLEASE WAIT . . .**. Then, the Convert Ration Requests to Issue Document Screen AJK-631 (fig. 5.6-31) is displayed.
- i. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.6.4.9 for processing instructions.

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5.6.4.5 Convert Ration Requests to Issue Document Screen AJK-631. Use this screen (fig. 5.6-31) to adjust quantities on a customer issue document. The customer ID code, name, issue date, and commodity group are displayed. The NSN/MCN, item name, unit of issue, quantity required, and adjusted quantity are displayed for each item. The cursor is positioned in the ADJ QTY field for the first item.

PRESS <ESC> WHEN FINISHED VIEWING/MODIFYING ITEMS				
[
DATE: [15 Mar 92]	CONVERT RATION REQUESTS TO ISSUE DOCUMENT			AJK-631
CUSTOMER ID: [W26L77]	CUSTOMER NAME: [HHC 176TH ENGR GP (CBT)]]
ISSUE DATE: [16 Mar 92]	COMMODITY GROUP: [PERISHABLE]]
NSN/MCN	ITEM NAME	U/I	QTY REQD	ADJ QTY
[8920-00-T53-5780]	[BREAD WHOLE WHEAT 24 OZ]	[BX]	[29]	[29]
[8915-00-126-8804]	[ORANGES FRESH]	[LB]	[156]	[156]
[8915-00-582-4071]	[LEMONS FRESH]	[LB]	[8]	[8]
[8915-00-126-8812]	[APPLES EATING FRESH]	[LB]	[36]	[36]
[8915-00-616-0222]	[PEPPERS GREEN FRESH]	[LB]	[13]	[13]
[8915-00-252-3788]	[CUCUMBERS FRESH]	[LB]	[22]	[22]
[8915-00-127-8019]	[CARROT W/O TOP FRESH]	[LB]	[61]	[61]
[8915-00-582-4059]	[TOMATOES FRESH]	[LB]	[34]	[34]
[8915-00-117-3358]	[LETTUCE UNWR FRESH]	[LB]	[82]	[82]
[8915-00-616-0194]	[CABBAGE GREEN]	[LB]	[30]	[30]
[]				
Enter the adjusted quantity or enter 0 (zero) to delete the item				

Figure 5.6-31 Convert Ration Requests to Issue Document Screen (AJK-631).

- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next ADJ QTY field.
- b. You can review and adjust this issue by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. Repeat steps a and b until you finish making adjustments.
- d. To delete an item, enter zero and press [ENTER]. The cursor moves to the next item.

NOTE: When you enter zero to delete an item, it is not deleted until the DA Form 3294 Report - Facsimile (PCN AJK-XE1) is printed.

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e. When you finish making adjustments, press [ESC]. A PRINT OPTION field is displayed.

(1) To print the report, enter X and press [ENTER]. The DA Form 3294 Report - Facsimile (PCN AJK-XE1) is printed. Then, the semiperishable items are displayed.

OR

(2) If you do not want a print, leave the field blank and press [ENTER]. The semiperishables items are displayed.

f. After the semiperishables are displayed:

(1) Repeat steps a thru d to process these items.

(2) When you finish these steps, the Repeat the Process Ring Menu is displayed. See paragraph 5.6.4.8 for processing instructions.

5.6.4.6 Convert Ration Requests to Issue Document Screen AJK-630. Use this screen (fig. 5.6-32) to enter data when converting box lunch menus only. The cursor is positioned in the CUSTOMER ID field.

NOTE: Because of a program problem, TISA does not receive the Box Lunch shopping list submitted through the system by on-line dining facilities. This problem is scheduled for correction in a future SCP. However, DFOs can use DA Form 2970 or local request forms to have shopping lists created at the TISA for ARCS customers.

CONSUMPTION

HEADCOUNT
MENU NUMBER FIELD
FIELD

DATE FIELD

[DATE: [16 Mar 92] CONVERT RATION REQUESTS TO ISSUE DOCUMENT AJK-630]

CUSTOMER ID: [W26L8C]

ISSUE DATE: [16] [MAR] [92]
DD MMM YY

DOCUMENT NUMBER: [W26L8C] [20710003]

BOX LUNCH MEAL DATA

[17] [MAR] [92] DD MMM YY	[18] [MAR] [92] DD MMM YY	[19] MAR [92] DD MMM YY
[150] [2]	[200] [1]	[150] [1]
[150] [2]	[200] [2]	[200] [1]
[100] [2]	[200] [2]	[200] [2]

PRESS <ESC> WHEN FINISHED ENTERING DATA

Figure 5.6-32. Convert Ration Requests to Issue Document Screen (AJK-630).

5.6.4.8 Repeat the Process Ring Menu. This ring menu (5.6-34) is displayed when you finish converting a ration request. You can restart this process or exit to the Issues Command Menu.

```
REPEAT THE PROCESS?:   Yes   No
Repeat the process that was just completed.
```

Figure 5.6-34. Repeat the Process Ring Menu.

- a. Select Yes and the Convert Ration Requests Command Menu is displayed.
- b. Select No and the Issues Command Menu is displayed.

5.6.4.9 Process Interrupt Ring Menu. Use this ring menu (fig. 5.6-35) to continue processing, start over, return to the Issues Command Menu, return to the Stock Accounting Command Menu, or exit processing.

```
PROCESS INTERRUPT :   Continue   Begin Again   Issues   Stock Accounting   Exit
Ignore interrupt and continue normal processing on this screen
```

Figure 5.6-35. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Begin Again and the Convert Ration Requests Command Menu is displayed.
- c. Select Issues and the Issues Command Menu is displayed.
- d. Select Stock Accounting and the Stock Accounting Command Menu is displayed.

- e. Select Exit and the system login screen is displayed.

5.6.4.10 Outputs.

- a. The DA Form 3294 Report - Facsimile (PCN AJK-XE1) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18d, TISA Reports (2-year file).
 - (2) Cut off the file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.6.5 Other Issues Process. Use this process to convert ration requests to issue documents for non-AFMIS customers.

5.6.5.1 Processing Restrictions. None.

5.6.5.2 Processing Materials. None.

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5.6.5.3. Other Issues Screen AJK-700. To convert data for non-AFMIS customers, select E from the Issues Command Menu. The Other Issues Screen (fig. 5.6-36) is displayed.

a. Use this screen to create an issue document for FRIS, Others, forced issues, and warming beverages.

DATE: [15 JUN 91]	OTHER ISSUES	AJK-700
CUSTOMER ID: [W26AJ2]		
ISSUE DATE: [17] [JUN] [91] DD MMM YY		
TYPE ISSUE: [O]		
[DOCUMENT NUMBER]: [W26AJ2][01660005]		
[] : AFTER ENTERING DATA, PRESS ESCAPE <ESC>		
ENTER THE REMAINDER OF THE DOCUMENT NUMBER		

Figure 5.6-36. Other Issues Screen (AJK-700).

b. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.

c. Enter an issue date and press [ENTER]. The cursor moves to the TYPE ISSUE field.

NOTE: Document numbers must be entered for the following issue types: FRIS, Others, forced issues, and warming beverages.

d. Enter the type of issue and press [ESC]. The cursor moves to the DOCUMENT NUMBER field, and the first six positions of the document number are displayed.

e. Enter an eight-digit serial number and press [ESC]. The Other Issues Screen AJK-701 is displayed.

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f. To interrupt processing, press [DELETE]. The Exit Options Ring Menu is displayed. See paragraph 5.6.3.4 for processing instructions.

5.6.5.4 Other Issues Screen AJK-701. Use this screen (fig. 5.6-37) to enter TIINs and quantities for the type issue you want to create. The cursor is positioned in the TIIN field.

[]
DATE: [15 JUN 91]	OTHER ISSUES	AJK-701
CUSTOMER NAME: [VA STATE ROTC]]	TYPE ISSUE: [OTHER]
PRESS <ESCAPE> WHEN DATA ENTRY IS COMPLETE		
TIIN	QTY REQD	
[403-9592]	[200]	
[655-8410]	[120]	
[125-2288]	[300]	
[017-2786]	[100]	
[262-7274]	[200]	
[437-7943]	[150]	
[252-3783]	[75]	
[126-8748]	[125]	
[]	[]	
[]	[]	
[C]		
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO DISCARD, THEN PRESS <ESCAPE>		

Figure 5.6-37. Other Issues Screen (AJK-701).

- a. Enter a TIIN and press [ENTER]. The cursor moves to the QTY REQD field.

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- b. Enter the quantity and press [ENTER]. The cursor moves to the next field.
 - c. Repeat these steps to add other items.
 - d. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.
- (1) Enter C to confirm and press [ESC]. The Other Issues Screen AJK-702 is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the TIIN field for the first item. You can correct your entries.

5.6.5.5 Other Issues Screen AJK-702. Use this screen (fig. 5.6-38) to modify quantities or add more items to the issue document. This screen displays the customer ID, type issue, issue date, customer name, NSN/MCN, item name, unit of issue, quantity required, and adjusted quantity. The cursor is positioned in the ADJ QTY field.

PRESS ESCAPE <ESC> WHEN FINISHED VIEWING ITEMS					
[]					
DATE: [15 JUN 91]		OTHER ISSUES		AJK-702	
CUSTOMER ID: [W26AJ2]		ISSUE TYPE: [OTHER]		ISSUE DATE: [17 JUN 91]	
CUSTOMER NAME; [VA STATE ROTC]					
NSN/MCN	ITEM NAME	U/I	QTY REQD	ADJ QTY	
[8905006558410]	[BEEF LIVER SLICED]	[LB]	[120]	[120]	
[8905011252288]	[FISH CATFISH FILLET]	[LB]	[300]	[300]	
[8905010172786]	[PORK SAUSAGE PATTIES]	[LB]	[100]	[100]	
[8905002627274]	[TURKEY BNLS RAW]	[LB]	[200]	[200]	
[8915004377943]	[JU FZN ORANGE 32 OZ]	[CN]	[150]	[150]	
[8915002523783]	[CELERY FRESH]	[LB]	[75]	[75]	
[8915001268748]	[BANANAS FRESH]	[LB]	[125]	[0]	
[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	
[X]					
TO PRINT ISSUE DOCUMENT, ENTER 'X' AND PRESS ESCAPE <ESC>					

Figure 5.6-38. Other Issues Screen (AJK-702).

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- a. To adjust a quantity, enter a new one over the old and press [ENTER]. The cursor moves to the next ADJ QTY field.
- b. To review and adjust this issue, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. Repeat these steps until you finish your adjustments.
- d. When you finish your entries, press [ESC]. The cursor moves to the first blank NSN/MCN field at the bottom of the screen. TIINs can't be added in the first eight lines of the shopping list.
 - (1) Enter a TIIN for the item you want to add and press [ENTER]. The remaining stock number, item name, and unit of issue are displayed. Then, the cursor moves to QTY REQD field.
 - (2) Enter the quantity and press [ENTER]. The cursor moves to the next line.
 - (3) Repeat steps (1) and (2) until you finish adding items.
- e. When you finish your entries, press [ESC]. The PRINT OPTION is displayed.
 - (1) Enter X to print and press [ESC]. The Other Issues Report (PCN AJK-X01) is printed. Then, the Repeat the Process Ring Menu is displayed.

OR

- (2) Press [ESC] with no entry and the Repeat the Process Reing Menu is displayed.

5.6.5.6 Repeat the Process Ring Menu. Use this ring menu (fig. 5.6-39) to create another issue, or return to the Issues Command Menu.

REPEAT THE PROCESS?: YES NO
REENTER THE PROCESS THAT WAS JUST COMPLETED

Figure 5.6-39. Repeat the Process Ring Menu.

a. Select YES and the Other Issues Screen AJK-700 is displayed. You can process another issue.

b. Select NO and the Issues Command Menu is displayed.

5.6.5.7 Outputs.

a. The Other Issues Report (PCN AJK-X01) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.7 Blanket Purchase Agreement Subfunction.

a. Use the Blanket Purchase Agreement subfunction to create BPA orders, post receipts, cancel orders, and review orders. This subfunction contains four processes and two exit options:

(1) Create BPA Vendor Orders (para 5.7.1).

(2) BPA Receipts (para 5.7.2).

(3) BPA Cancellations (para 5.7.3).

(4) BPA Inquiry (para 5.7.4).

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b. To review the BPA processes, select option F from the Stock Accounting Command Menu. The Blanket Purchase Agreement Command Menu (fig. 5.7-1) is displayed.

BLANKET PURCHASE AGREEMENT COMMAND OPTIONS: A B C D R X		
Create BPA Vendor Orders.		
DATE: 01 MAY 92	BLANKET PURCHASE AGREEMENT COMMAND MENU	AJK-779
OPTION CODE	DESCRIPTION	
A	CREATE BPA VENDOR ORDERS	
B	BPA RECEIPTS	
C	BPA CANCELLATIONS	
D	BPA INQUIRY	
R	RETURN TO STOCK ACCOUNTING COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.7-1. Blanket Purchase Agreement Command Menu Screen (AJK-779).

5.7.1 Create BPA Vendor Orders Process. Use this process to create vendor orders for BPA items.

5.7.1.1 Processing Restrictions. None.

5.7.1.2 Processing Materials. Use the Vendor Information File Report (PCN AJK-VIF) to find the vendor information.

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5.7.1.3 Create Vendor Orders Blanket Purchase Agreement Screen AJK-677. To create BPA vendor orders, select A from the BPA Command Menu. The Create Vendor Orders Blanket Purchase Agreement Screen (fig. 5.7-2) is displayed.

DATE: 26 MAY 92	CREATE VENDOR ORDERS BLANKET PURCHASE AGREEMENT	AJK-677
TO CREATE A VENDOR ORDER, ENTER THE DATA BELOW. WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.		
CALL ORDER NUMBER	105	
VENDOR ID	PC1090	
REQUIRED DELIVERY DATE:	30 Jun 90 DD MMM YY	
ORDER DATE	17 Jun 90 DD MMM YY	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.7-2. Create Vendor Orders BPA Screen (AJK-677).

- a. Enter a call order number and press [ENTER]. The cursor moves to the VENDOR ID field.
- b. Enter the vendor ID code and the cursor moves to the REQUIRED DELIVERY DATE field.
- c. Enter the RDD and press [ENTER]. The cursor moves to the ORDER DATE field.
- d. Enter the order date and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- e. Press [ENTER] and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

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(1) Enter Y and press [ESC]. The Create Vendor Orders Blanket Purchase Agreement Screen AJK-678 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can enter new data.

NOTE: To interrupt processing throughout the Create BPA Vendor process, press [DELETE]. The Interrupt Options Ring Menu is displayed. See paragraph 5.7.1.8 for processing instructions.

5.7.1.4 Create Vendor Orders Blanket Purchase Agreement Screen AJK-678. Use this screen (fig. 5.7-3) to review and select BPA items you can order. The contract number, PIIN, call order number, vendor name, and vendor ID code are displayed. The item name, NSN/MCN, and unit of issue are displayed for each item. Data entry fields are displayed for the contract price and order quantity. The cursor is positioned in the CONTRACT PRICE field for the first item.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>						
DATE: 17 Jun 90		CREATE VENDOR ORDERS			AJK-678	
BLANKET PURCHASE AGREEMENT						
CONTRACT NO: DABT59-90-M-0043		PIIN: DABT59-90-A-J-43		CALL ORDER NUMBER: 105		
VENDOR NAME: UTZ POTATO CHIPS		VENDOR ID: PC1090				
ITEM NAME	NSN/MCN	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE	
BARLEY PEARL 1 LB (LP)	8920-00-T84-6440	PG	\$ 1.6600	48	\$	79.68
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	0.6900	50		34.50
CANDY IND WRPD ASST.	8925-00-T26-4024	LB	1.5500	120		186.00
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	2.3400	10		23.40
CEREAL ROLLED OATS ASST.	8920-00-T26-9087	BX	0.0000	0		0.00
TOTAL EXTENDED PRICE						323.58
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.						
CONFIRM INDICATOR:						Y
Must enter 'Y' or leave blank						

Figure 5.7-3. Create Vendor Orders BPA Screen (AJK-678).

- a. Use the [ENTER] or ARROW key to scroll forward and back by line.
- b. Use the [F3] key to page forward and the [F4] key to page back.
- c. To order an item, enter the contract price and press [ENTER]. The cursor moves to the ORDER QUANTITY field.
- d. Enter the order quantity and press [ENTER]. The extended price is displayed for that item, and the cursor moves to the next item.
- e. Repeat steps c and d until you finish ordering.
- f. When you finish your entries, press [ESC]. An Options Ring Menu - ADD (fig. 5.7-4) is displayed.

OPTIONS: ADD BPA LIST VIEW SUMMARY DISCARD EXIT
add Items by TIIN

Figure 5.7-4. Options Ring Menu.

- (1) Select ADD and the Enter Items for Vendor Order BPA Screen AJK-649 (fig. 5.7-5) is displayed.
- (2) Select BPA LIST and the Create Vendor Orders BPA Screen AJK-678 is redisplayed. You can order more items from the list.
- (3) Select VIEW SUMMARY and the Create Vendor Orders BPA Recap Screen AJK-774 (fig. 5.7-5.1) is displayed with the items you ordered.
- (4) Select DISCARD and the BPA Command Menu is displayed.
- (5) Select EXIT and the system login screen is displayed.

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5.7.1.5 Enter Items for Vendor Order BPA Screen AJK-649. Use this screen (fig. 5.7-5) to add items from other sources of supply (except DVD) to your BPA order. You can also add other BPA items that aren't on the list. The cursor is positioned in the TIIN field for the first line item.

DATE: 17 Jun 90		CREATE VENDOR ORDERS		AJK-649	
BLANKET PURCHASE AGREEMENT RECAP					
CONTRACT NO: DABT59-90-M-0043		PIIN: DABT59-90-A-J043		CALL ORDER NUMBER: 105	
VENDOR NAME: UTZ QUALITY FOODS, INC				VENDOR ID: PC1090	
TIIN	ITEM NAME	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE
682-6705	SYRUP MAPLE # 10	CN	\$ 2.3300	72	\$ 167.76
132-7782	CEREAL ASST (72 PK PR BX)	BX	8.8100	20	176.20
823-7559	BEEF Patties DEHY #10 (B)	CN	5.8900	96	565.44
117-3358	LETTUCE UNWR FRESH	LB	0.5500	210	115.50
000-0137	<input type="checkbox"/>				
Item is DPSC, do you wish to continue? (Y or N)y					

Figure 5.7-5. Enter Items for Vendor Order BPA Screen (AJK-649).

a. Enter a valid TIIN and press [ENTER]. A message is displayed: **Item is DPSC, do you wish to continue? (Y or N).**

(1) Enter Y and press [ENTER]. The item name and unit of issue are displayed. The cursor moves to the CONTRACT PRICE field.

(a) Enter the contract price and the cursor moves to the ORDER QUANTITY field.

(b) Enter the quantity and the extended price is displayed for that item. The cursor moves to the next blank space in the TIIN field. You can enter another TIIN.

OR

(2) Enter N and press [ENTER]. The cursor moves back to the last TIIN field you completed. You can enter new data.

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- b. Continue these steps until you finish ordering.
- c. When you finish your entries, press [ESC]. The Options Ring Menu - ADD is redisplayed.
- d. Select VIEW SUMMARY from this ring menu to continue processing. The Create Vendor Orders BPA Recap Screen AJK-774 is displayed with the items you ordered.

5.7.1.6 Create Vendor Orders BPA Recap Screen AJK-774. Use this screen (fig. 5.7-7A) to review BPA and other source of supply items you have ordered. This screen displays the contract number, PIIN, call order number, vendor name, vendor ID code, item name, NSN, unit of issue, contract price, order quantity, extended price, and total extended price.

WHEN FINISHED VIEWING ORDER, DEPRESS <ESC>.						
DATE: 17 Jun 90		CREATE VENDOR ORDERS			AJK-774	
BLANKET PURCHASE AGREEMENT RECAP						
CONTRACT NO: DABT59-90-M-0043		PIIN: DABT59-90-A-J043		CALL ORDER NUMBER: 105		
VENDOR NAME: UTZ QUALITY FOODS, INC				VENDOR ID: PC1090		
ITEM NAME	NSN/MCN	U/I	CONTRACT PRICE	ORDER QUANTITY	EXTENDED PRICE	
SYRUP MAPLE # 10	8925-00-682-6705	CN \$	2.3300	72	\$	167.76
CEREAL ASST (72 PK PR BX)	8920-00-132-7782	BX	8.8100	20		176.20
BEEF PATTIES DEHY #10 (B)	8905-00-823-7559	CN	5.8900	96		565.44
LETTUCE UNWR FRESH	8915-00-117-3358	LB	0.5500	210		115.50
TOTAL EXTENDED PRICE						1024.81

Figure 5.7-5A. Create Vendor Orders BPA Recap Screen (AJK-774).

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- b. When you finish your review, press [ESC]. An Options Ring Menu - MODIFY is displayed.

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5.7.1.7 Options Ring Menu - MODIFY. Use this ring menu (fig. 5.7-5B) to modify orders, write orders to a file, add new items, return to the BPA Command Menu, or exit processing.

OPTIONS: MODIFY ORDER WRITE ORDER ADD DISCARD EXIT
Make changes to the Vendor Order.

Figure 5.7-5B. Options Ring Menu - MODIFY.

- a. Select MODIFY and the Create Vendor Orders BPA Recap Screen AJK-774 is redisplayed. You can enter new data. See paragraph 5.7.1.6 for processing instructions.
- b. Select WRITE ORDER and the SF 36 - BPA Order Report (PCN AJK-T73) is printed. Then, the Select Options Ring Menu is displayed. See paragraph 5.7.1.8 for processing instructions.
- c. Select ADD and the Enter Items for Vendor Order BPA Screen AJK-649 is displayed. You can add more items to your order.
- d. Select DISCARD and the BPA Command Menu is displayed.
- e. Select EXIT and the system login screen is displayed.

5.7.1.8 Select Options Ring Menu. Use this ring menu (fig. 5.7-6) to create another vendor order, return to the BPA Command Menu, or exit processing.

SELECT OPTIONS: CREATE RETURN EXIT
Continue the Create BPA Vendor Orders process.

Figure 5.7-6. Select Options Ring Menu.

- a. Select CREATE and the Create Vendor Orders BPA Screen AJK-677 is displayed. You can create another order.
- b. Select RETURN and the BPA Command Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

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5.7.1.9 Interrupt Options Ring Menu. Use this ring menu (fig. 5.7-7) to continue processing, restart the process, return to the BPA Command Menu, or exit processing.

INTERRUPT OPTIONS: A B R X
Restart Input.

Figure 5.7-7. Interrupt Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Create Vendor Orders BPA Screen AJK-677 is displayed. You can restart the process.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.7.1.10 Outputs.

- a. The SF 36 - BPA Order Report (PCN AJK-T73) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.7.2 BPA Receipts Process. Use this process to receipt for BPA and Non BPA items that can be ordered from other supply sources.

5.7.2.1 Processing Restrictions. None.

5.7.2.2 Processing Materials. Use the vendor receipt document to complete this process.

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5.7.2.3 Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780. To begin BPA receipts, select B from the BPA Command Menu. The Local Purchase Receipts Blanket Purchase Agreement Screen (fig. 5.7-8) is displayed. The cursor is positioned in the CALL ORDER NUMBER field.

DATE: 26 May 92	LOCAL PURCHASE RECEIPTS BLANKET PURCHASE AGREEMENT	AJK-780
TO RECEIPT FOR A VENDOR, ENTER THE DATA BELOW. WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.		
CALL ORDER NUMBER 100		
PIIN DABT59-91-A-H222		
DATE RECEIVED 26 May 92 DD MMM YY		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y		
Must enter 'Y' or leave blank		

Figure 5.7-8. Local Purchase Receipts Blanket Purchase Agreement Screen (AJK-780).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Complete the PIIN and the cursor moves to the DATE RECEIVED field.
- c. Enter the date received in dd mmm yy format and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- d. Press [ENTER] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

(1) Enter Y and press [ESC]. The Local Purchase Receipts Blanket Purchase Agreement Screen (fig. 5.7-9) is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can enter new data.

NOTE: To interrupt processing throughout the BPA Receipts process, press [DELETE]. The Interrupt Options Ring Menu is displayed. See paragraph 5.7.2.12 for processing instructions.

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5.7.2.4 Local Purchase Receipts Blanket Purchase Agreement Screen AJK-782. This screen (fig. 5.7-9) displays all unreceipted BPA items for the call order number and PIIN you enter on the Local Purchase Receipts BPA Screen AJK-780. The cursor is positioned in the QUANTITY RECEIVED field for the first item.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>							
DATE: 26 May 92		LOCAL PURCHASE RECEIPTS BLANKET PURCHASE AGREEMENT				AJK-782	
CALL ORDER NUMBER: 100		PIIN: DABT59-91-A-H222					
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER				VENDOR ID:		RICH91	
ITEM NAME	NSN/MCN	U/I	QUANTITY DUE IN	QUANTITY RECEIVED	SHIP STATUS		
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	25	5	P		
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	100	25	P		
CORN DOGS	8940-T91-7208	CS	25	2	P		
ENCHILADAS BEEF	8940-00-T43-5468	CS	25	10	P		
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.							
				CONFIRM INDICATOR:		Y	
Must enter 'Y' or leave blank							

Figure 5.7-9. Local Purchase Receipts Blanket Purchase Agreement Screen (AJK-782).

- a. Use the [ENTER] or ARROW key to scroll forward and back by line.
- b. Use the [F3] key to page forward and the [F4] key to page back.
- c. To order an item, enter a value in the QUANTITY RECEIVED field and press [ENTER]. The cursor moves to the SHIP STATUS field.

NOTE: When you receipt for the total quantity due in, an F is automatically displayed in the SHIP STATUS field. If you receipt for less than the due-in quantity, you must enter a P in the SHIP STATUS field, or zero in the QUANTITY RECEIVED field.

d. Enter a shipment status (P - Partial, F - Final) and press [ENTER]. The cursor moves to the next field.

e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Change Vendor's Quoted Price Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the QUANTITY RECEIVED field. You can enter new data.

5.7.2.5 Change Vendor's Quoted Price Ring Menu. Use this ring menu (fig. 5.7-10) to change a vendor's price, continue processing, return to the BPA Command Menu, or exit processing.

CHANGE VENDOR'S QUOTED PRICE: **CHANGE** NO CHANGE RETURN EXIT
Make changes to the vendor's quoted contract price.

Figure 5.7-10. Change Vendor's Quoted Price Ring Menu.

a. Select CHANGE and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-994 is displayed. See paragraph 5.7.2.6 for processing instructions.

b. Select NO CHANGE and the Local Purchase Receipts Blanket Purchase Agreement Recap VRGC Information Screen AJK-802 is displayed. See paragraph 5.7.2.7 for processing instructions.

c. Select RETURN and the BPA Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

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5.7.2.6 Local Purchase Receipts Blanket Purchase Agreement Screen AJK-994. Use this screen (fig. 5.7-11) to change a vendor's quoted price. The cursor is positioned in the NEW CNT__PR field for the first item. No other data can be changed.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
DATE: 26 May 92		LOCAL PURCHASE RECEIPTS		AJK-994	
BLANKET PURCHASE AGREEMENT					
CALL ORDER NUMBER: 100		PIIN: DABT59-91-A-H222			
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER		VENDOR ID:		RICH91	
ITEM NAME	NSN/MCN	U/I	QUOTED CNT__PR	NEW CNT__PR	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS \$	13.5000	\$ 13.4500	
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	2.5000	2.4900	
CORN DOGS	8940-01-T91-7208	CS	15.7500	15.6000	
ENCHILADAS BEEF	8940-00-T43-5468	CS	14.5000	14.2000	
TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR.					
		CONFIRM INDICATOR:		Y	
Must enter 'Y' or leave blank					

Figure 5.7-11. Local Purchase Receipts Blanket Purchase Agreement Screen (AJK-994).

NOTE: The new contract price for BPA items cannot exceed the original vendor quoted price.

a. To change the contract price, enter a new value over the old and press [ENTER]. The cursor moves to the next item. Repeat this step to adjust other prices.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) To confirm, enter Y and press [ESC]. The Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen AJK-802 is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the NEW CNT__PR field for the first item. You can enter new data.

5.7.2.7 Local Purchase Receipts Blanket Purchase Agreement Recap VRGC Information Screen AJK-802. Use this screen (fig. 5.7-12) to review a recap of the dollar amount being posted to the VRGC.

a. This screen displays the call order number, PIIN, vendor name, vendor ID code, item name, NSN/MCN, shipment status, standard price, quantity received, and total extended price. The cursor is positioned in the ITEM NAME field for the first item.

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WHEN FINISHED VIEWING VRGC INFORMATION, DEPRESS <ESC>						
DATE: 26 May 9		LOCAL PURCHASE RECEIPTS				AJK-802
BLANKET PURCHASE AGREEMENT RECAP						
VRGC INFORMATION						
CALL ORDER NUMBER: 100		PIIN: DABT59-59-A-H222				
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER			VENDOR ID: RICH91			
ITEM NAME	NSN/MCN	SHIP STATUS	STANDARD PRICE	QUANTITY RECEIVED	EXTENDED PRICE	
BURRITOS BEEF & BEAN	8950-00-T44-1629	P	\$ 12.50	5	\$	62.50
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	P	\$5.00	25		125.00
CORN DOGS	8940-01-T91-7208	P	\$18.36	2		36.72
ENCHILADAS BEEF	8940-00-T43-5468	P	\$18.63	10		186.30
TOTAL EXTENDED PRICE						410.52

Figure 5.7-12. Local Purchase Receipts Blanket Purchase Agreement Recap VRGC Information Screen (AJK-802).

- b. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your review, press [ESC]. The Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen is displayed.

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5.7.2.8 Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen AJK-996. Use this screen (fig. 5.7-13) to review a recap of the vendor's order.

a. This screen displays the call order number, PIIN, vendor name, vendor ID code, item name, NSN/MCN, unit of issue, quoted price, quantity received, extended price, and total extended price. The cursor is positioned in the ITEM NAME field for the first item.

WHEN FINISHED VIEWING VENDORS INFORMATION, DEPRESS <ESC>.						
DATE: 26 May 92		LOCAL PURCHASE RECEIPTS			AJK-996	
BLANKET PURCHASE AGREEMENT RECAP						
VENDOR INFORMATION						
CALL ORDER NUMBER: 100		PIIN: DABT59-91-A-H222				
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER		VENDOR ID:			RICH91	
ITEM NAME	NSN/MCN	U/I	QUOTED PRICE	QUANTITY RECEIVED	EXTENDED PRICE	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	\$ 13.5000	5	\$	67.50
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	2.5000	25		62.50
CORN DOGS	8940-01-T91-7208	CS	15.7500	2		31.50
ENCHILADAS BEEF	8940-00-T43-5468	CS	14.5000	10		145.00
TOTAL EXTENDED PRICE						306.50

Figure 5.7-13. Local Purchase Receipts Blanket Purchase Agreement Recap Vendor Information Screen (AJK-996).

b. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC]. The Receipt Options Ring Menu is displayed at the top of the screen.

5.7.2.9 Receipt Options Ring Menu. Use this ring menu (fig. 5.7-14) to adjust quantities or vendor prices, commit receipts, return to the BPA Command Menu, or exit processing.

RECEIPT OPTIONS: ADJUST COMMIT RETURN EXIT
Make changes to the receipt quantity and/or Vendor's quoted price.

Figure 5.7-14. Receipt Options Ring Menu.

a. Select ADJUST and the Adjust Options Ring Menu is displayed.

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b. Select COMMIT and the following messages are displayed: **UPDATING FILES . . . PLEASE WAIT**; then, **VRGC NUMBER ASSIGNED FOR THIS RECEIPT IS __**. The SF 36 - Receiving Report (PCN AJK-T72) is printed. Then, the Select Options Ring Menu (fig. 5.7-16) is displayed.

c. Select RETURN and the BPA Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.7.2.10 Adjust Options Ring Menu. Use this ring menu (fig. 5.7-15) to change the vendor's prices and quantities, return to the BPA Command Menu, or exit processing.

ADJUST OPTIONS: QUANTITY VENDOR'S PRICE RETURN EXIT
Make changes to the entered quantities.

Figure 5.7-15. Adjust Options Ring Menu.

a. Select QUANTITY and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-782 is displayed.

b. Select VENDOR'S PRICE and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-994 is displayed.

c. Select RETURN and the BPA Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.7.2.11 Select Options Ring Menu. Use this ring menu (fig. 5.7-16) to continue processing, return to the BPA Command Menu, or exit processing.

SELECT OPTIONS: CONTINUE RETURN EXIT
Continue the BPA Receipt process.

Figure 5.7-16. Select Options Ring Menu.

a. Select CONTINUE RECEIPT and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780 is displayed. You can process another receipt.

b. Select RETURN and the BPA Command Menu is displayed.

c. Select EXIT and the system login screen is displayed.

5.7.2.12 Interrupt Options Ring Menu. Use this ring menu (fig. 5.7-17) to continue processing, restart the process, return to the BPA Command Menu, or exit processing.

INTERRUPT OPTIONS: A B R X
Restart Input.

Figure 5.7-17. Interrupt Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780 is displayed. You can restart this process.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.7.2.13 Outputs.

- a. The SF 36 - Receiving Report (PCN AJK-T72) is printed during this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.7.3 BPA Cancellations Process. Use this process to cancel all or selected BPA items.

5.7.3.1 Processing Restrictions. None.

5.7.3.2 Processing Materials. None.

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5.7.3.3 Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803. To begin processing BPA cancellations, select C from the BPA Command Menu. The Local Purchase Cancellation BPA Screen (fig. 5.7-18) is displayed. The cursor is positioned in the CALL ORDER NUMBER field.

DATE :03 Apr 92	LOCAL PURCHASE CANCELLATION BLANKET PURCHASE AGREEMENT	AJK-803						
<p>TO CANCEL A VENDOR ORDER OR CANCEL SELECTED ITEMS FROM A VENDOR ORDER, ENTER THE DATA BELOW. WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.</p> <table style="width: 100%;"><tr><td style="width: 60%;">CALL ORDER NUMBER</td><td style="width: 40%; text-align: right;">66</td></tr><tr><td>PIIN</td><td style="text-align: right;">DABT59-90-A-G043</td></tr><tr><td>DATE CANCELED</td><td style="text-align: right;">03 Apr 92 DD MMM YY</td></tr></table> <p>TO CONFIRM YOUR ACTION, ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR: Y</p> <p>Must enter 'Y' or leave blank</p>			CALL ORDER NUMBER	66	PIIN	DABT59-90-A-G043	DATE CANCELED	03 Apr 92 DD MMM YY
CALL ORDER NUMBER	66							
PIIN	DABT59-90-A-G043							
DATE CANCELED	03 Apr 92 DD MMM YY							

Figure 5.7-18. Local Purchase Cancellation Blanket Purchase Agreement Screen (AJK-803).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Complete the PIIN the cursor moves to the DATE CANCELED field.
- c. Enter the date canceled and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

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(1) Enter Y and press [ESC]. The Cancellation Options Ring Menu is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can enter new data.

NOTE: To interrupt processing throughout the BPA Cancellations process, press [DELETE]. The Interrupt Options Ring Menu is displayed. See paragraph 5.7.3.10 for processing instructions.

5.7.3.4 Cancellation Options Ring Menu. Use this ring menu (fig. 5.7-19) to cancel all or part of a vendor's order, return to the BPA Command Menu, or exit processing.

CANCELLATION OPTIONS: **ALL ITEMS** SELECTED ITEMS RETURN EXIT
Cancel All items for the entered Call Order Number and PIIN

Figure 5.7-19. Cancellation Options Ring Menu.

- a. Select ALL ITEMS and the Local Purchase Cancellation Blanket Purchase Agreement Recap Screen AJK-828 is displayed. See paragraph 5.7.3.6 for processing instructions.
- b. Select SELECTED ITEMS and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-804 is displayed. See paragraph 5.7.3.5 for processing instructions.
- c. Select RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.7.3.5 Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-804. Use this screen (fig. 5.7-20) to cancel the BPA items with a due-in quantity for the PIIN and call order number you enter on the Local Purchase Cancellation BPA Screen AJK-803. The call order number, PIIN, vendor name, and ID code are displayed. The item name, NSN/MCN, unit of issue, and quantity on order are displayed for each item. A data entry field is displayed for the quantity canceled. The cursor is positioned in the QUANTITY CANCELED field for the first item.

WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
DATE: 03 Apr 92		LOCAL PURCHASE CANCELLATION		AJK-804	
		BLANKET PURCHASE AGREEMENT			
CALL ORDER NUMBER: 66		PIIN: DABT59-91-A-H222			
VENDOR NAME: UTZ QUALITY FOODS, INC.		VENDOR ID:		PC1090	
ITEM NAME	NSN/MCN	U/I	QUANTITY ON ORDER	QUANTITY CANCELED	
BARLEY PEARL 1 LB (LP)	8920-00-T84-6440	PG	48	8	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	50	10	
CANDY IND WRPD ASST.	8925-90-T26-4024	LB	120	0	
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	10	0	

Figure 5.7-20. Local Purchase Cancellation Blanket Purchase Agreement Screen (AJK-804).

- a. Use the [ENTER] or ARROW key to scroll forward and back by line.
- b. Use the [F3] key to page forward through the list and the [F4] key to page back.

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c. To cancel an item, enter a new quantity and press [ENTER]. The cursor moves to the next item.

d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The Local Purchase Cancellation Blanket Purchase Agreement Recap Screen is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the QUANTITY CANCELED field. You can enter new data.

5.7.3.6 Local Purchase Cancellation Blanket Purchase Agreement Recap Screen AJK-828. Use this screen (fig. 5.7-21) to review a complete order or selected items being canceled. The call order number, PIIN, vendor name, and ID code are displayed. The item name, NSN/ MCN, unit of issue, standard price, quantity received, and extended price are displayed for each item. The cursor is positioned in the ITEM NAME field for the first item.

WHEN FINISHED VIEWING, DEPRESS <ESC>.						
DATE: 03 Apr 92		LOCAL PURCHASE CANCELLATION BLANKET PURCHASE AGREEMENT RECAP			AJK-828	
CALL ORDER NUMBER: 66		PIIN: DABT59-91-A-H222				
VENDOR NAME: UTZ QUALITY FOODS, INC.					VENDOR ID: PC1090	
ITEM NAME	NSN/MCN	UI	STANDARD PRICE	QUANTITY CANCELED	EXTENDED PRICE	
BARLEY PEARL 1 PD (LP)	8920-00-T84-6440	PG	\$ 0.57	8	\$ 4.56	
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	12.50	10	125.00	
TOTAL EXTENDED PRICE					129.56	

Figure 5.7-21. Local Purchase Cancellation Blanket Purchase Agreement Recap Screen (AJK-828).

NOTE: When canceling a complete order, all BPA items for the call order number and PIIN are displayed. When canceling selected BPA items, all items with quantities greater than zero from Screen AJK-804 are displayed.

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The All Cancellation Ring Menu or Selected Cancellation Ring Menu (para 5.7.3.8) is displayed.

5.7.3.7 All Cancellation Ring Menu. Use this ring menu (fig. 5.7-22) to cancel all items, start over, return to the BPA Command Menu, or exit processing.

ALL CANCELLATION: PROCEED ABANDON RETURN EXIT
Proceed with the cancellation process.

Figure 5.7-22. All Cancellation Ring Menu.

- a. Select PROCEED and the Select Options Ring Menu is displayed. See paragraph 5.7.3.9 for processing instructions.
- b. Select ABANDON and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803 is displayed.

- c. Select RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.7.3.8 Selected Cancellation Ring Menu. Use this ring menu (fig. 5.7-23) to adjust items before canceling, proceed with selected cancellations, return to the BPA Command Menu, or exit processing.

SELECTED CANCELLATION: ADJUST PROCEED RETURN EXIT
Make changes to the items to be cancelled.

Figure 5.7-23. Selected Cancellation Ring Menu.

- a. Select ADJUST and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-804 is displayed.
- b. Select PROCEED and the Select Options Ring Menu is displayed.
- c. Select RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.7.3.9 Select Options Ring Menu. Use this ring menu (fig. 5.7-24) to cancel another vendor order or part of a vendor order, return to the BPA Command Menu, or exit processing.

SELECT OPTIONS: CANCEL RETURN EXIT
Continue the BPA Receipt process.

Figure 5.7-24. Select Options Ring Menu.

- a. Select CANCEL and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803 is displayed. You can process another cancellation.
- b. Select RETURN and the BPA Command Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

5.7.3.10 Interrupt Options Ring Menu. Use this ring menu (fig. 5.7-25) to continue processing, restart the process, return to the BPA Command Menu, or exit processing.

INTERRUPT OPTIONS: A B R X Restart Input.

Figure 5.7-25. Interrupt Options Ring Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Local Purchase Cancellation Blanket Purchase Agreement Screen AJK-803 is displayed. You can restart this process.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

5.7.3.11 Outputs. No reports are printed during this process.

5.7.4 BPA Inquiry Process. Use this process to query all or detailed status on BPA orders.

5.7.4.1 Processing Restrictions. None.

5.7.4.2 Processing Materials. None.

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5.7.4.3 Blanket Purchase Agreement Inquiry Screen AJK-200. To begin processing a BPA inquiry, select D from the BPA Command Menu. The BPA Inquiry Screen (fig. 5.7-26) is displayed.

BLANKET PURCHASE AGREEMENT INQUIRY: A B R X		
INQUIRY ON ALL BPA ORDERS		
DATE: 01 Apr 92	BLANKET PURCHASE AGREEMENT INQUIRY	AJK-200
OPTION CODE	DESCRIPTION	
A	ALL BPA ORDERS	
B	DETAILED INQUIRY	
R	RETURN TO BPA COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.7-26. Blanket Purchase Agreement Inquiry Screen (AJK-200).

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5.7.4.3.1 All BPA Orders Option. To review all BPA orders, select A from the BPA Inquiry Screen. The Blanket Purchase Agreement Inquiry Screen AJK-203 (fig. 5.7-27) is displayed. This screen displays the call order number, PIIN, vendor ID code, vendor's name, and the receipt status.

DATE: 26 Apr 92		BLANKET PURCHASE AGREEMENT		AJK-203
INQUIRY ON ALL OPEN BPA ORDERS				
WHEN FINISHED VIEWING DATA, PRESS <ESC>.				
ORDER CALL		VENDOR	VENDOR	OPEN/
NUMBER	PIIN	ID	NAME	CLOSED
42	DABT5989A0085	RICT82	RICHTER DISTRIBUTING COMPANY	CL
98	DABT5989AL095	SAND82	SANDLER FOODS	CL
99	DABT5989AL085	RICT82	RICHTER DISTRIBUTING COMPANY	CL
102	DABT5989AL095	SAND83	SANDLER FOOD	CL
103	DABT5989AL095	SAND83	SANDLER FOODS	CL
104	DABT5989AM095	SAND83	SANDLER FOODS	CL
105	DABT5989AA085	RICT82	RICHTER DISTRIBUTING COMPANY	CL
106	DABT5989AA095	SAND83	SANDLER FOODS	CL
193	DABT5989AA092	KKD189	KRISPY KREME DOUGHNUTS	OP
194	DABT5989A0085	RICT82	RICHTER DISTRIBUTING COMPANY	OP
195	DABT5989AA095	SAND83	SANDLER FOODS	OP
289	DABT5989AM085	RICT82	RICHTER DISTRIBUTING COMPANY	CL

Figure 5.7-27. Blanket Purchase Agreement Inquiry Screen (AJK-203).

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. A print request is displayed at the top of the screen.

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(1) To print a report, enter Y. The Inquiry on All BPA Orders Report (PCN AJK-T81) is printed. Then, the Blanket Purchase Agreement Inquiry Ring Menu (fig. 5.7-28) is displayed at the top of the BPA Inquiry Screen.

OR

(2) If you do not want a print, enter N. The Blanket Purchase Agreement Inquiry Ring Menu is displayed at the top of the BPA Inquiry Screen.

NOTE: To interrupt processing throughout the BPA Inquiry process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.7.4.4 for processing instructions.

5.7.4.3.2 Blanket Purchase Agreement Inquiry Ring Menu. Use this ring menu (fig. 5.7-28) to select the type of inquiry you want to review next.

BLANKET PURCHASE AGREEMENT INQUIRY: **A** B R X
INQUIRY ON ALL OPEN BPA ORDERS

Figure 5.7-28. Blanket Purchase Agreement Inquiry Ring Menu.

- a. Select A and the Blanket Purchase Agreement Inquiry on All BPA Orders Screen AJK-203 is displayed.
- b. Select B and the Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen AJK-201 is displayed.
- c. Select R and the BPA Command Menu is displayed.
- d. Select X and the system login screen is displayed.

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5.7.4.3.3 Detailed Inquiry Option. To review a detailed BPA order, select B from the BPA Inquiry Screen. The Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen (fig. 5.7-29) is displayed. The cursor is positioned in the CALL ORDER NUMBER field.

DATE: 26 Apr 92	BLANKET PURCHASE AGREEMENT	AJK-201
DETAILED INQUIRY ON A BPA ORDER		
ENTER THE CALL ORDER NUMBER AND PIIN WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.		
CALL ORDER NUMBER	42	
PIIN	DABT59 - 91-A-H222	

Figure 5.7-29. Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen (AJK-201).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Enter a PIIN for the BPA order and press [ESC]. The Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen AJK-202 (fig. 5.7-30) is displayed.

OR

- c. Press [ENTER] with no entry and the cursor moves back to the CALL ORDER NUMBER field. You can correct your entries.

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5.7.4.3.4 Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen AJK-202. Use this screen (fig. 5.7-30) to review and print the Detailed Inquiry on a BPA Order Report (PCN AJK-T82). This screen displays the contract number, PIIN, call order number, vendor name, vendor ID code, item name, NSN/MCN, unit of issue, quoted price, order quantity, and quantity received.

DATE: 26 Apr 92		BLANKET PURCHASE AGREEMENT			AJK-202	
DETAILED INQUIRY ON A BPA ORDER						
WHEN FINISHED VIEWING ORDER PRESS <ESC>.						
CONTRACT NO: DABT59-89-A-0085		PIIN: DABT59-89-A-A085		CALL ORDER NUMBER: 42		
VENDOR NAME: RICHFOOD DISTRIBUTION CENTER		VENDOR ID: RICH82				
ITEM NAME	NSN/MCN	U/I	QUOTED PRICE	QUANTITY DUE IN	RECEIVED QUANTITY	
ANTIBROWNING AGENT 1 LB	8950-01-223-8600	JR	\$ 1.3100	3	0	
BURRITOS BEEF & BEAN	8950-00-T44-1629	CS	13.5000	10	0	
CORN DOGS	8940-01-T91-7208	CS	15.7500	25	0	
ENCHILADAS BEEF	8940-00-T43-5468	CS	14.5000	25	0	

Figure 5.7-30. Blanket Purchase Agreement Detailed Inquiry on a BPA Order Screen (AJK-202).

- a. You can review this screen by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back..
- b. When you finish your review, press [ESC]. A print request is displayed at the top of the screen.

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(1) To print a report, enter Y. The Detailed Inquiry on a BPA Order Report (PCN AJK-T82) is printed. Then, the Blanket Purchase Agreement Inquiry Ring Menu is displayed. See paragraph 5.7.4.3.2 for processing instructions.

OR

(2) If you do not want a print, enter N. The Blanket Purchase Agreement Inquiry Ring Menu is displayed.

5.7.4.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.7-31) to continue processing, start over, return to the BPA Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen

Figure 5.7-31. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Blanket Purchase Agreement Inquiry Screen AJK-200 is displayed.
- c. Select DISCARD & RETURN and the BPA Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.7.4.5 Outputs.

a. The Inquiry on All BPA Orders Report (PCN AJK-T81) and the Detailed Inquiry on a BPA Order Report (PCN AJK-T82) are printed during this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.8 Reversal/Adjustment Subfunction.

a. Use this subfunction to execute issue reversals or adjustments for open accounts, reverse or adjust DPSC/DSO/commissary receipts, BPA and non-BPA local purchase receipts, and turn-ins to TISA. You can also make inventory adjustments to the MIF balance on hand for TISA stocked items and reverse or adjust transfers you send to or receive from another TISA. This subfunction contains four processes and two exit options:

- (1) Issues (para 5.8.1).
- (2) Receipts (para 5.8.2).
- (3) Inventory Adjustments (para 5.8.3).
- (4) Transfers (para 5.8.4).

<p>NOTE: Reversal Transactions for turn-ins and issues can only be entered for customers with open accounts.</p>
--

b. To review the processes in the Reversal/Adjustment subfunction, select G from the Stock Accounting Command Menu.

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c. The Reversal/Adjustment Command Menu (fig. 5.8-1) is displayed.

REVERSAL/ADJUSTMENT: A B C D R X		
Issues command options		
DATE: 03 SEP 92	REVERSAL/ADJUSTMENT COMMAND MENU	AJK-835
	<div>OPTION CODE</div> <div>A - ISSUES</div> <div>B - RECEIPTS</div> <div>C - INVENTORY ADJUSTMENT</div> <div>D - TRANSFERS</div> <div>R - RETURN TO STOCK ACCOUNTING COMMAND MENU</div> <div>X - EXIT FROM TISA PROCESSING</div>	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.8-1. Reversal/Adjustment Command Menu Screen (AJK-835).

5.8.1 Issues Process. Use this process to reverse or adjust issues for Active Army, PDO/VET samples, forced issues, or other customer accounts.

5.8.1.1 Processing Restrictions. None.

5.8.1.2 Processing Materials. The Daily Transaction Register Report (PCN AJK-6M1) and the Monthly Transaction Register Report (PCN AJK-6N1) give you the necessary information for reversals.

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5.8.1.3 Issues Reversal/Adjustment Command Options Screen AJK-831. Use this screen (fig. 5.8-2) to select the type of issue reversal you want to run.

ISSUES REVERSALS COMMAND OPTIONS: A B C D E R X		
ACTIVE ARMY		
DATE: 14 FEB 92	ISSUES REVERSAL/ADJUSTMENT COMMAND OPTIONS	AJK-831
OPTION CODE	DESCRIPTION	
A	ACTIVE ARMY	
B	PDO/VET SAMPLES	
C	FORCED ISSUES	
D	WARMING BEVERAGE	
E	OTHER	
R	RETURN TO REVERSAL/ADJUSTMENT COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.8-2. Issues Reversals/Adjustment Command Options Screen (AJK-831).

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5.8.1.3.1 Issues Reversal/Adjustment - Active Army Option. To process Active Army reversals, select A from the Issues Reversal Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Active Army (fig. 5.8-3) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-832
	[ACTIVE ARMY]	
CUSTOMER ID: [YDF002]		
ISSUE DATE: [02] [FEB] [92]		
DD MMM YY		
DOCUMENT NUMBER: []		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		

Figure 5.8-3. Issue Reversal/Adjustment Screen (AJK-832) - ACTIVE ARMY OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 is displayed. See paragraph 5.8.1.3.4 for processing instructions.

OR

- c. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.
- d. When you select a shopping list that contains MREs or LRPs, the Issues Reversal/Adjustment Screen AJK-995 is displayed first. See paragraph 5.8.1.3.3 for processing instructions. Then, the Issues Reversal/Adjustment Screen AJK-833 is displayed.

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e. To interrupt processing throughout the Issues Reversal process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.1.8 for processing instructions.

NOTE: When the customer you enter has an ARCS and FRIS account, the Type Account Entry Screen is displayed. See paragraph 5.8.1.3.2 for processing instructions.

5.8.1.3.2 Type Account Entry Screen AJK-859. Use this screen (fig. 5.8-4) when the customer you enter has an ARCS and FRIS account.

DATE: [14 Feb 92]	TYPE ACCOUNT ENTRY	AJK-859
CUSTOMER [YDF002] HAS BOTH AN ARCS ACCOUNT AND A FRIS ACCOUNT.		
PLEASE ENTER THE TYPE OF ACCOUNT TO BE USED AND DEPRESS <ESC>: [A]		
Enter 'A' for ARCS or 'F' for FRIS DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		

Figure 5.8-4. Type Account Entry Screen (AJK-859).

a. This screen displays the customer ID code you enter on the Issues Reversal/Adjustment Screen AJK-832. The cursor is positioned in the TYPE ACCOUNT field.

b. Enter the type of account (A - ARCS or F - FRIS), and press [ESC].

(1) When an issue document contains operational rations, the Issues Reversal/Adjustment Screen AJK-995 (fig. 5.8-5) is displayed.

OR

(2) For regular issues, the Issues Reversal/Adjustment Screen AJK-833 - Active Army (fig. 5.8-6) is displayed.

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5.8.1.3.3 Issues Reversal/Adjustment Screen AJK-995. Use this screen (fig. 5.8-5) to enter your document numbers when reversing MREs or LRPs. The cursor is positioned in the MRE DOCUMENT NUMBER field.

DATE: 14 Feb 92	ISSUES REVERSAL/ADJUSTMENT	AJK-995
ISSUE DOCUMENT	YDF002	
THE ABOVE DOCUMENT CONTAINS MRE/LRP ITEMS		
TO REVERSE THESE ITEMS, A SEPARATE DOCUMENT NUMBER MUST BE ENTERED		
PLEASE COMPLETE THE APPLICABLE DOCUMENT NUMBER(S) BELOW		
MRE DOCUMENT NUMBER:	YDAMRE	2045 0012
	DODAAC	YDDD SER.
LRP DOCUMENT NUMBER:		
	DODAAC	YDDD SER.
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		
Enter the MRE serial number to reverse MRE items - depress <ENTER>		

Figure 5.8-5. Issue Reversal/Adjustment Screen (AJK-995).

- a. This screen displays a partially completed document number for the ration you want to adjust.
- b. Enter a four-digit Julian date in YDDD format and the cursor moves to the SER. field.
- c. Enter a four-digit serial number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - Active Army is displayed. See paragraph 5.8.1.3.4 for processing instructions.

OR

- d. Press [ENTER] and the cursor moves back to the beginning of the DOCUMENT NUMBER field. You can correct your entries.

OR

- e. If you don't want to adjust these items, press [ESC] with no entry. The Issues Reversal/Adjustment Screen AJK-833 is displayed.

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5.8.1.3.4 Issues Reversal/Adjustment Screen AJK-833 - Active Army. Use this screen (fig. 5.8-6) to select the items you want to reverse. The customer ID code, issue date, NSN, item name, unit of issue, and quantity are displayed. Data entry fields are displayed for the reversal code and new quantity. The cursor is positioned in the REV. CD field.

DATE: [14 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
		[ACTIVE ARMY]			
ISSUE DOCUMENT NUMBER: [CUSTOMER ID: [YDF002]	
MRE DOCUMENT NUMBER: [ISSUE DATE: [02 Feb 92]	
LRP DOCUMENT NUMBER: [

REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8915-00-044-1918]	[VEG FZN POTATOES HASH BR]	[LB]	[20]	[10]
[]	[8915-00-126-8804]	[ORANGES FRESH]	[LB]	[20]	[]
[R]	[8915-00-126-8805]	[PEARS FRESH]	[LB]	[20]	[10]
[]	[8940-00-T44-1629]	[BURRITOS BEEF & BEAN]	[CS]	[20]	[]
[]	[8915-00-T27-8272]	[APPLESAUCE DIET #10 (KAH)]	[CS]	[20]	[]
[]	[8915-01-069-4969]	[GRAPEFRUIT #3]	[CN]	[20]	[]
[]	[8950-01-079-6943]	[SALT 5 LB BAG]	[BG]	[20]	[]

DEPRESS ESCAPE WHEN FINISHED ENTERING DATA
CONFIRMATION CODE: [C]

Enter a 'C' and depress escape to confirm and conclude data entry

Figure 5.8-6. Issue Reversal/Adjustment Screen (AJK-833) - Active Army.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER].
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

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(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - Active Army is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.3.5 Issues Reversal/Adjustment Screen AJK-834 - Active Army. Use this screen (fig. 5.8-7) to review the items and quantities you adjust. This screen displays the customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[ACTIVE ARMY]			
DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-834	
ISSUE DOCUMENT NUMBER: []		CUSTOMER ID: [YDF002]	
MRE DOCUMENT NUMBER: []		ISSUE DATE: [02 Feb 92]	
LRP DOCUMENT NUMBER: []			
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM			
NSN	ITEM NAME	U/I	QTY
[8915-00-044-1918]	[VEG FZN POTATOES HASH BR	[LB]	[20]
[8915-00-126-8805]	[PEARS FRESH	[LB]	[20]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS			

Figure 5.8-7. Issue Reversal/Adjustment Screen (AJK-834) - Active Army.

a. You can review this screen by using the following keys:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

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5.8.1.4 Issues Reversal/Adjustment - PDO/VET Samples Option. To process PDO/VET Sample reversals, select B from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - PDO/VET Samples (fig. 5.8-8) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT [PDO/VET SAMPLES]	AJK-832
CUSTOMER ID: [YDDPDO]		
ISSUE DATE: [11] [FEB] [92] DD MMM YY		
DOCUMENT NUMBER: [YDDPDO10111002]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		

Figure 5.8-8. Issue Reversal/Adjustment Screen (AJK-832) - PDO/VET SAMPLES OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - PDO/VET Samples (fig. 5.8-9) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

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5.8.1.4.1 Issues Reversal/Adjustment Screen AJK-833 - PDO/VET Samples. Use this screen (fig. 5.8-9) to select the items you want to reverse. The cursor is positioned in the REV. CD field for the first item.

DATE: [14 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
[PDO/VET SAMPLES]					
ISSUE DOCUMENT NUMBER: [YDDPD010111002]		CUSTOMER ID: [YDDPDO]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					

REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8915-00-044-1918]	[VEG FZN POTATOES HASH BR] [LB]	[10]	[9]
[R]	[8915-00-286-5399]	[APRICOTS #10] [CN]	[12]	[6]
[R]	[8915-00-616-0223]	[PEARS #10] [CN]	[24]	[18]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]

DEPRESS ESCAPE WHEN FINISHED ENTERING DATA

CONFIRMATION CODE: [C]

Enter a 'C' and depress escape to confirm and conclude data entry

Figure 5.8-9. Issue Reversal/Adjustment Screen (AJK-833) - PDO/VET Samples.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

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(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - PDO/VET Samples is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.4.2 Issues Reversal/Adjustment Screen AJK-834 - PDO/VET Samples. Use this screen (fig. 5.8-10) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[PDO/VET SAMPLES]					
DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT				AJK-834
ISSUE DOCUMENT NUMBER: [YDDPD010111002]		CUSTOMER ID: [YDDPD0]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM					
NSN	ITEM NAME	U/I	QTY	NEW QTY	
[8915-00-162-9878]	[VEG FZN BEANS GR FR STYLE]	[LB]	[10]	[9]
[8915-00-286-5399]	[APRICOTS #10]	[CN]	[12]	[6]
[8915-00-616-0223]	[PEARS #10]	[CN]	[24]	[18]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
[]	[]]	[]	[]	[]
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS					

Figure 5.8-10. Issue Reversal/Adjustment Screen (AJK-834) - PDO/VET Samples.

a. You can review this screen by using the following keys:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

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5.8.1.5 Issues Reversal/Adjustment - Forced Issues Option. To reverse forced issues, select C from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Forced Issues (fig. 5.8-11) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT [FORCED ISSUES]	AJK-832
CUSTOMER ID: [YDF002]		
ISSUE DATE: [11] [FEB] [92]		
DD MMM YY		
DOCUMENT NUMBER: [W26QKQ10111001]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		
Please enter the Document Number and depress escape		

Figure 5.8-11. Issue Reversal/Adjustment Screen (AJK-832) - FORCED ISSUES OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - Forced Issues (fig. 5.8-12) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

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5.8.1.5.1 Issues Reversal/Adjustment Screen AJK-833 - Forced Issues. Use this screen (fig. 5.8-12) to select the items you want to reverse. The cursor is positioned in the REV. CD field for the first item.

DATE: [14 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
		[FORCED ISSUES]			
ISSUE DOCUMENT NUMBER: [W26QKQ10111001]		CUSTOMER ID: [YDF002]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					

REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8905-00-655-8410]	[BEEF LIVER SLICED] [LB]	[9]	[8]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]
[]	[]] []	[]	[]	[]

DEPRESS ESCAPE WHEN FINISHED ENTERING DATA

CONFIRMATION CODE: [C]

Enter a 'C' and depress escape to confirm and conclude data entry

Figure 5.8-12. Issue Reversal/Adjustment Screen (AJK-833) - Forced Issues.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity or zero and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

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(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - Forced Issues is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.5.2 Issues Reversal/Adjustment Screen AJK-834 - Forced Issues. Use this screen (fig. 5.8-13) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[FORCED ISSUES]		
DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-834
ISSUE DOCUMENT NUMBER: [W26QKQ10111001]		CUSTOMER ID: [YDF002]
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]
LRP DOCUMENT NUMBER: []		
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM		
NSN	ITEM NAME	U/I QTY NEW QTY
[8905-00-655-8410]	[BEEF LIVER SLICED]	[LB] [9] [8]
[8905-00-753-6107]	[TURKEY BONED 29 OZ]	[LB] [30] [40]
[]	[]	[] [] []
[]	[]	[] [] []
[]	[]	[] [] []
[]	[]	[] [] []
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS		

Figure 5.8-13. Issue Reversal/Adjustment Screen (AJK-834) - Forced Issues.

a. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

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5.8.1.6 Issues Reversal/Adjustment - Warming Beverage Option. To reverse warming beverage issues, select D from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Warming Beverage (fig. 5.8-14) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [14 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-832
	[WARMING BEVERAGE]	
CUSTOMER ID: [YDABEV]		
ISSUE DATE: [11] [FEB] [92] DD MMM YY		
DOCUMENT NUMBER: [YDABEV10110001]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		
Please enter the Document Number and depress escape		

Figure 5.8-14. Issue Reversal/Adjustment Screen (AJK-832) - WARMING BEVERAGE OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issues Reversal/Adjustment Screen AJK-833 - Warming Beverage (fig. 5.8-15) is displayed.

OR

- d. Press [ENTER] and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

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5.8.1.6.1 Issues Reversal/Adjustment Screen AJK-833 - Warming Beverage. Use this screen (fig. 5.8-15) to select the items you want to reverse. The cursor is positioned in the REV. CD field for the first item.

DATE: [12 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
[WARMING BEVERAGE]					
ISSUE DOCUMENT NUMBER: [YDABEV10110001]			CUSTOMER ID: [YDABEV]		
MRE DOCUMENT NUMBER: []			ISSUE DATE: [11 Feb 92]		
LRP DOCUMENT NUMBER: []					
REV. CD	NSN	ITEM NAME	U/I	QTY	NEW QTY
[R]	[8955-00-286-5368]	[COFFEE 2 LB] [LB]	[12]	[9]
[R]	[8935-00-149-1359]	[SOUP BEEF W/NDLS] [CN]	[24]	[18]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
[]	[]	[]] []	[]	[]
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA					
CONFIRMATION CODE: [C]					
Enter a 'C' and depress escape to confirm and conclude data entry					

Figure 5.8-15. Issue Reversal/Adjustment Screen (AJK-832) - Warming Beverage.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

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(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - Warming Beverage is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.6.2 Issues Reversal/Adjustment Screen AJK-834 - Warming Beverage. Use this screen (fig. 5.8-16) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[WARMING BEVERAGE]					
DATE: [12 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-834	
ISSUE DOCUMENT NUMBER: [YDABEV10110001]		CUSTOMER ID: [YDABEV]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [11 Feb 92]			
LRP DOCUMENT NUMBER: []					
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM					
NSN	ITEM NAME	U/I	QTY	NEW QTY	
[8955-00-286-5368]	[COFFEE 2 LB] [LB]	[12]	[9]	
[8935-00-149-1359]	[SOUP BEEF W/NDLS #2 1/2] [CN]	[24]	[18]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS					

Figure 5.8-16. Issue Reversal/Adjustment Screen (AJK-834) - Warming Beverage.

a. You can review this screen by using the following keys:

(1) Use the [ENTER] or ARROW keys to scroll forward and back by line.

(2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

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5.8.1.7 Issues Reversal/Adjustment - Other Option. To reverse other issues, select E from the Issues Reversal/Adjustment Command Options Screen. The Issues Reversal/Adjustment Screen - Other (fig. 5.8-17) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [03 Feb 92]	ISSUES REVERSAL/ADJUSTMENT [OTHER]	AJK-832
CUSTOMER ID: [FB6461]		
ISSUE DATE: [01] [FEB] [92] DD MMM YY		
DOCUMENT NUMBER: [FEB646110111000]		
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA		
Please enter the Document Number and depress escape		

Figure 5.8-17. Issue Reversal/Adjustment Screen (AJK-832) - OTHER OPTION.

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the ISSUE DATE field.
- b. Enter the issue date and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- c. Enter the 14-position document number and press [ESC]. The Issue Reversal/Adjustment Screen AJK-833 - Other (fig. 5.8-18) is displayed.

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5.8.1.7.1 Issues Reversal/Adjustment Screen AJK-833 - Other. Use this screen (fig. 5.8-18) to select the items you want to adjust. The cursor is positioned in the REV. CD field for the first item.

DATE: [03 Feb 92]		ISSUES REVERSAL/ADJUSTMENT		AJK-833	
		[OTHER]			
ISSUE DOCUMENT NUMBER: [FB646110111000]		CUSTOMER ID: [FB6461]			
MRE DOCUMENT NUMBER: []		ISSUE DATE: [01 Feb 92]			
LRP DOCUMENT NUMBER: []					
REV. CDNSNITEM NAMEU/IQTYNEW QTY					
[]	[8905-00-403-9592]	[BACON SLICED FZN SHINGLE]	[LB]	[6] []
[R]	[8905-01-182-6058]	[HAM SECTION & FORMED]	[LB]	[25] [20]
[]	[8910-00-125-8440]	[CHEESE NAT CHEDDAR]	[LB]	[15] []
[]	[]	[]]	[]	[] []
[]	[]	[]]	[]	[] []
[]	[]	[]]	[]	[] []
[]	[]	[]]	[]	[] []
DEPRESS ESCAPE WHEN FINISHED ENTERING DATA					
CONFIRMATION CODE: [C]					
Enter a 'C' and depress escape to confirm and conclude data entry.					

Figure 5.8-18. Issue Reversal/Adjustment Screen (AJK-832) - ACTIVE ARMY OPTION.

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the NEW QTY field.
- b. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- c. To review and select other items, use the following keys:
 - (1) Use the ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- d. Repeat steps a thru c to adjust other items.
- e. When you finish your entries, press [ESC]. The cursor moves to the CONFIRMATION CODE field.

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(1) Enter C to confirm and press [ESC]. The Issues Reversal/Adjustment Screen AJK-834 - Other is displayed.

OR

(2) Press [ESC] with no entry and the cursor moves back to the REV. CD field for the first item. You can enter new data.

5.8.1.7.2 Issues Reversal/Adjustment Screen AJK-834 - Other. Use this screen (fig. 5.8-19) to review the items and quantities you adjust. This screen displays the issue document number, customer ID, issue date, NSN, item name, unit of issue, quantity, and adjusted quantity.

[OTHER]		
DATE: [03 Feb 92]	ISSUES REVERSAL/ADJUSTMENT	AJK-834
ISSUE DOCUMENT NUMBER: [FB646110111000]		CUSTOMER ID: [FB6461]
MRE DOCUMENT NUMBER: []		ISSUE DATE: [01 Feb 92]
LRP DOCUMENT NUMBER: []		
THE FOLLOWING ITEMS WERE CHOSEN FOR REVERSAL AND HAVE BEEN REVERSED BY THE SYSTEM		
NSNITEM NAMEU/IQTYNEW QTY		
[8905-01-182-6058]	[HAM SECTION & FORMED] [LB] [25] [20]
[8910-00-125-8440]	[CHEESE NAT CHEDDAR] [LB] [15] [10]
[]	[]] [] [] []
[]	[]] [] [] []
[]	[]] [] [] []
[]	[]] [] [] []
DEPRESS ESCAPE WHEN FINISHED VIEWING ITEMS		

Figure 5.8-19. Issue Reversal/Adjustment Screen (AJK-834) - Other.

a. You can review this screen by using the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC]. The Issues Reversal/Adjustment Command Options Screen is displayed.

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5.8.1.8 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-20) to continue processing, return to the Issues Command Menu, return to the Issues Reversal/Adjustment Command Options Screen, or exit processing.

PROCESS INTERRUPT: Continue Start over Return eXit
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-20. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start over and you can begin this process again.
- c. Select Return and the Issues Reversal/Adjustment Command Options Screen is displayed.
- d. Select eXit and the system login screen is displayed.

5.8.1.9 Outputs.

- a. The Issues Reversal/Adjustment Report (PCN AJK-XN4), the Issues Reversal/Adjustment Report (PCN AJK-XS1), and the Issues Reversal/Adjustment Report (PCN AJK-XT1) are printed during this process. See appendix C for examples of these reports.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
 - (1) File No. 30-18b, TISA Accounts (2-year file).
 - (2) Cut off the file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

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5.8.2 Receipts Process. Use this process to reverse or adjust receipts from any supply source.

5.8.2.1 Processing Restrictions. The receipt transaction must be on the Document History File (DHF) before you can process a reversal.

5.8.2.2 Processing Materials. Use the Daily Transaction Register Report (PCN AJK-6M1) and the Monthly Transaction Register Report (PCN AJK-6N1) to get receipt information for reversals.

5.8.2.3 Receipt Reversal/Adjustment Command Menu Screen AJK-836. To begin processing receipt reversals, select B from the Reversal/Adjustment Command Menu. The Receipt Reversal/Adjustment Command Menu is displayed. Use this menu (fig. 5.8-21) to select the type of receipt reversal or adjustment you want to run.

RECEIPT REVERSALS/ADJUSTMENTS: A B C D R X		
DPSC/DSO/COMMISSARY		
DATE: 19 FEB 92	RECEIPT REVERSAL/ADJUSTMENT COMMAND MENU	AJK-836
OPTION CODE	DESCRIPTION	
A -	DPSC/DSO/COMMISSARY RECEIPTS	
B -	TURN-INS	
C -	BPA	
D -	LOCAL PURCHASE	
R -	RETURN TO REVERSAL/ADJUSTMENT COMMAND MENU	
X -	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 5.8-21. Receipt Reversal/Adjustment Command Menu Screen (AJK-836).

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NOTE: To interrupt processing throughout the Receipts process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.4 for processing instructions.

5.8.2.3.2 DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-056. Use this screen (fig. 5.8-23) to select the DPSC/DSO/commissary receipt you want to reverse. You can only choose one receipt to reverse. The document number, original VRGC number, transaction date, NSN, item name, unit of issue, quantity, and shipping indicator are displayed. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REV IND field for the first item.

DATE: [19 Feb 92]		DPSC/DSO/COMMISSARY RECEIPT REVERSAL/ADJUSTMENT				AJK-056	
DOCUMENT NUMBER: [W26QKQ10367000]		ORIGINAL VRGC NUMBER:		[4]			
SELECT ONE RECEIPT TO REVERSE AND DEPRESS <ESC>							
TRANSACTION				SHIPPING REV			
DATE	NSN	ITEM NAME	UI	QTY	IND	IND	
[05 Feb 92]	[8915-00-437-7943]	[JU FZN ORANG 32 OZ] [CN]	[60]	[F]	[R]	
[05 Feb 92]	[8905-00-965-2128]	[CHIC CUT UP W/O BACK] [LB]	[150]	[F]	[]	
[]	[]	[]] []	[]	[]	[]	
[]	[]	[]] []	[]	[]	[]	
[]	[]	[]] []	[]	[]	[]	
[]	[]	[]] []	[]	[]	[]	
[]	[]	[]] []	[]	[]	[]	
[]	[]	[]] []	[]	[]	[]	

Enter 'R' to reverse or leave blank

Figure 5.8-23. DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen (AJK-056).

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a. To reverse an item, enter R and press [ESC]. The DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-057 is displayed with the Type Receipt Reversal Ring Menu at the top of the screen.

OR

b. Press [ENTER] with no entry and the cursor moves to the next item.

OR

c. Press [ESC] with no entry and the following message is displayed: **NO RECEIPTS SELECTED FOR REVERSAL**. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.3.3 DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-057. Use this screen (fig. 5.8-24) to confirm a complete or partial receipt reversal. The cursor is positioned in the first option of the Type Receipt Reversal Ring Menu.

a. This screen displays the document number, original VRGC number, transaction date, NSN, item name, unit of issue, quantity, shipping indicator, and suffix code.

TYPE RECEIPT REVERSAL: COMPLETE PARTIAL DISCARD & RETURN EXIT							
Completely reverse the receipt.							
[]							
DATE: [19 Feb 92]		DPSC/DSO/COMMISSARY RECEIPT REVERSAL/ADJUSTMENT				AJK-057	
DOCUMENT NUMBER: [W26QKQ10367000]				ORIGINAL VRGC NUMBER: [4]			
TRANSACTION							
DATE	NSN	ITEM NAME	UI	QTY	IND	SHIPPING SUF	
[05 Feb 92]	[8915-00-437-7943]	[JU FZN ORANG 32 OZ] [CN]	[60]	[F]	[A]	
[ENTER NEW QUANTITY AND/OR SHIPPING INDICATOR AND DEPRESS <ESC>]							
[NEW QTY:]			[55]				
[NEW SHIPPING INDICATOR:]			[P]				
[SUFFIX CODE:]			[A]				
[CONFIRM INDICATOR:] [C]				
Enter 'C' to confirm or leave blank and depress <ESC>							

Figure 5.8-24. DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen (AJK-057).

b. Select COMPLETE and the CONFIRM INDICATOR field is displayed.

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(1) To confirm the reversal, enter C and press [ESC]. A confirmation message is displayed. Then, the DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-993 (fig. 5.8-25) is displayed.

OR

(2) Press [ESC] with no entry and the Type Receipt Reversal Ring Menu is redisplayed at the top of the screen. You can select another option.

c. Select PARTIAL and new receipt data fields are displayed at the bottom of the screen.

(1) Enter a quantity in the NEW QTY field and press [ENTER]. The cursor moves to the NEW SHIPPING INDICATOR field. The new shipping indicator you enter must be different from the one on the original receipt.

(2) Enter P or F (P for partial or F for final) and press [ENTER]. The cursor moves to the SUFFIX CODE field.

(3) Enter a suffix code and press [ESC]. The CONFIRM INDICATOR field is displayed.

(a) Enter C to confirm and press [ESC]. The Receipt Reversal Report (PCN AJK-VT1) is printed. Then, the DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-993 is displayed.

OR

(b) Press [ESC] with no entry and the Type Receipt Reversal Ring Menu is redisplayed.

d. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.

e. Select EXIT and the system login screen is displayed.

5.8.2.3.4 DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen AJK-993. Use this screen (fig. 5.8-25) to review the new VRGC number assigned to a reversal.

[]	
DATE: [19 Feb 92]	DPSC/DSO/COMMISSARY RECEIPT REVERSAL/ADJUSTMENT	AJK-993
PLEASE NOTE THE VRGC NUMBER. WHEN FINISH VIEWING DATA PRESS <ESC>. []		
VRGC NUMBER [5]		
DOCUMENT NUMBER [W26QKQ10367000]		

Figure 5.8-25. DPSC/DSO/Commissary Receipt Reversal/Adjustment Screen (AJK-993).

- a. This screen displays the new VRGC number and the original document number.
- b. When you finish your review, press [ESC]. The Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-26) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-26. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.8.2.5 Receipt Reversal Adjustment - Turn-ins Option. To reverse a turn-in, select B from the Receipt Reversal/Adjustment Command Menu. The Turn-in Reversal/Adjustment Screen (fig. 5.8-27) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [20 Feb 92]	TURN-IN REVERSAL/ADJUSTMENT	AJK-813
ENTER THE CUSTOMER ID AND DOCUMENT NUMBER AND DEPRESS <ESC>		
CUSTOMER ID	[W26L8F]	
DOCUMENT NUMBER	[W26L8F] [0330] [0002]	
	DODAAC YDDD SER.	

Figure 5.8-27. Turn-in Reversal/Adjustment Screen (AJK-813).

- a. Enter a customer ID code and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- b. Enter a six-position DODAAC and the cursor moves to the YDDD field.
- c. Enter a four-digit Julian date and the cursor moves to the SER. field.

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d. Enter a four-digit serial number and press [ESC]. A series of messages is displayed. Then, the Turn-in Reversal/Adjustment Screen AJK-054 is displayed.

OR

e. When the turn-in document number you enter is for MREs or LRPs, the Turn-in Reversal/Adjustment Screen AJK-995 is displayed. See paragraph 5.8.1.3.5 for processing instructions.

NOTE: To interrupt processing throughout the Turn-in process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.6 for processing instructions.

5.8.2.5.1 Turn-in Reversal/Adjustment Screen AJK-054. Use this screen (fig. 5.8-28) to select the turn-in items you want to reverse. The document number, type customer account, NSN, item name, unit of issue, and quantity are displayed. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REVERSAL IND field.

DATE: [20 Feb 92]		TURN-IN REVERSAL/ADJUSTMENT		AJK-054	
DOCUMENT NUMBER: [W26L8F03300002]		TYPE CUSTOMER ACCOUNT: [FRIS]			
SELECT TURN-IN ITEM(S) TO REVERSE AND DEPRESS <ESC>					
NSN	ITEM NAME	UI	QTY	REVERSAL IND	
[8905-00-209-5923]	[CHITTERLINGS FZN RAW] [LB]	[30]	[R]	
[8905-00-262-7274]	[TURKEY BNLS RAW] [LB]	[30]	[]	
[8905-00-177-5017]	[BEEF STEWING DICED] [LB]	[15]	[R]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
Enter 'R' to reverse or leave blank.					

Figure 5.8-28. Turn-in Reversal/Adjustment Screen (AJK-054).

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- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the next item.
- b. To review and choose other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] to page forward and the [F4] key to page back.
- c. When you finish your entries, press [ESC]. The Turn-in Reversal/Adjustment Screen AJK-055 is displayed.

OR

- d. Press [ESC] with no entry and the Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.5.2 Turn-in Reversal/Adjustment Screen AJK-055. Use this screen (fig. 5.8-29) to enter new quantities for the items you select. The document number, type customer account, NSN, item name, unit of issue, and quantity are displayed. A data entry field is displayed for the new quantity. The cursor is positioned in the NEW QTY field.

DATE: [20 Feb 92]		TURN-IN REVERSAL/ADJUSTMENT		AJK-055	
DOCUMENT NUMBER: [W26L8F03300002]		TYPE CUSTOMER ACCOUNT: [FRIS]			
ENTER NEW TURN-IN QUANTITIES AND DEPRESS <ESC>					
					NEW
NSN	ITEM	NAME	UIQ	QTY	QTY
[8905-00-209-5923]	[CHITTERLINGS FZN RAW]	[LB]	[30]	[15]
[8905-00-177-5017]	[BEEF STEWING DICED]	[LB]	[15]	[10]
[]	[[]	[]	[]
[]	[[]	[]	[]
[]	[[]	[]	[]
[]	[[]	[]	[]
[]	[[]	[]	[]
[CONFIRM INDICATOR:] [C]					
Enter a 'C' to confirm or leave blank to continue entry and depress <ESC>					

Figure 5.8-29. Turn-in Reversal/Adjustment Screen (AJK-055).

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- a. Enter the new quantity and press [ENTER]. The cursor moves to the next item.

OR

- b. Press [ESC] with no entry and the following message is displayed: **NO TURN-IN ITEM SELECTED FOR REVERSAL/ADJUSTMENT**. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

NOTE: If you enter 0 in the NEW QTY field for any item, that item is completely reversed.

- c. To review and enter quantities for other items, use the following keys:

- (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

- (1) Enter C to confirm and press [ESC]. The Turn-in Reversal/Adjustment Report (PCN AJK-VU1) is printed. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the NEW QTY field for the first item. You can enter new data.

5.8.2.6 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-30) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-30. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.

- d. Select EXIT and the system login screen is displayed.

5.8.2.7 Receipt Reversal Adjustment - BPA Option. To reverse a BPA receipt, select C from the Receipt Reversal/Adjustment Command Menu. The BPA Receipt Reversal/Adjustment Screen (fig. 5.8-31) is displayed. The cursor is positioned in the ORDER CALL NUMBER field.

DATE: 10 May 93	BPA RECEIPT REVERSAL/ADJUSTMENT	AJK-051
<div style="text-align: center; margin-top: 40px;">ORDER CALL NUMBER: 39</div> <div style="text-align: center; margin-top: 20px;">PIIN: DABT- 59-90-A-A043</div> <div style="text-align: center; margin-top: 20px;">MONTH RECEIVED: MAY</div> <div style="text-align: center; margin-top: 20px;">VRGC NUMBER: 11</div> <div style="text-align: center; margin-top: 40px;">WHEN FINISHED ENTERING DATA, DEPRESS <ESC></div>		

Figure 5.8-31. BPA Receipt Reversal/Adjustment Screen (AJK-051).

- a. Enter a call order number and press [ENTER]. The cursor moves to the PIIN field.
- b. Complete the PIIN and press [ENTER]. The cursor moves to the MONTH RECEIVED field.
- c. Enter the receipt month and press [ENTER]. The cursor moves to the VRGC NUMBER field.

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d. Enter a VRGC number and press [ESC]. The BPA Receipt Reversal/Adjustment Screen AJK-049 is displayed.

OR

e. Press [ENTER] and the cursor moves back to the ORDER CALL NUMBER field. You can correct your entries.

NOTE: To interrupt processing throughout the BPA Reversal/Adjustment process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.8 for processing instructions.

5.8.2.7.1 BPA Receipt Reversal/Adjustment Screen AJK-049. Use this screen (fig. 5.8-32) to select the BPA items you want to reverse. The PIIN and VRGC number are displayed. The receipt and transaction dates, NSN, item name, and quantity are displayed for each item. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REV IND field for the first item.

DATE: [10 May 93]		BPA RECEIPT REVERSAL/ADJUSTMENT			AJK-049	
PIIN: [DABT59-90-A-A043]				VRGC NUMBER: [11]		
SELECT RECEIPT ITEM(S) TO REVERSE AND DEPRESS <ESC>						
RECEIPT	TRANSACTION					REV
DATE	DATE	NSN	ITEM NAME	QTY		IND
[03 MAY 93]	[03 MAY 93]	[8950-01-223-8600]	[ANTIBROWNING AGENT 1 LB][6]		[R]
[03 MAY 93]	[03 MAY 93]	[8915-00-T27-8272]	[APPLESAUCE DIET #10 (KAH)][4]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[]	[]	[]	[]][]		[]
[
Enter 'R' to reverse or leave blank.						

Figure 5.8-32. BPA Receipt Reversal/Adjustment Screen (AJK-049).

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- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the next item.
- b. To review and select other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- c. When you finish your entries, press [ESC]. The BPA Receipt Reversal/Adjustment Screen AJK-050 is displayed.

OR

- d. Press [ESC] with no entry. The Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.7.2 BPA Receipt Reversal/Adjustment Screen AJK-050. Use this screen (fig. 5.8-33) to change receipt quantities for BPA items you select. The PIIN and VRGC number are displayed. The NSN, item name, unit of issue, and quantity are displayed for each item. A data entry field is displayed for the new quantity. The cursor is positioned in the NEW QTY field for the first item.

DATE: [10 May 93]		BPA RECEIPT REVERSAL/ADJUSTMENT		AJK-050	
PIIN: [DABT59-90-A-A043]			VRGC NUMBER: [11]		
ENTER NEW RECEIPT QUANTITIES AND DEPRESS <ESC>					
NSN	ITEM NAME	U/	QTY	NEW QTY	
[8950-01-223-8600]	[ANTIBROWNING AGENT 1 LB] [JR]	[6]	[3]	
[8940-00-T44-1629]	[BURRITOS BEEF & BEAN] [CS]	[3]	[2]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank to cancel reversal and depress <ESC>					

Figure 5.8-33. BPA Receipt Reversal/Adjustment Screen (AJK-050).

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- a. The new quantity you enter can't be greater than the original quantity. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- b. To review and enter quantities for other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

NOTE: If you enter 0 in the NEW QTY field for any item, that receipt is completely reversed.

- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - (1) Enter C to confirm and press [ESC]. The SF 36 - Corrected Receiving Report (PCN AJK-T74) is printed. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

OR

- (2) Press [ESC] with no entry and the cursor moves back to the NEW QTY field for the first item. You can enter new data.

5.8.2.8 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-34) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-34. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

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5.8.2.9 Receipt Reversal Adjustment - Local Purchase Option. To reverse local purchase receipts, select D from the Receipt Reversal/Adjustment Command Menu. The Local Purchase Receipt Reversal/Adjustment Screen (fig. 5.8-35) is displayed. The cursor is positioned in the PIIN field.

DATE: [10 Mar 92]	LOCAL PURCHASE RECEIPT REVERSAL/ADJUSTMENT	AJK-052
PIIN:	DABT59-91-A-M095	
DOCUMENT NUMBER:	W26KQK20690003	
MONTH RECEIVED:	MAR	
VRGC NUMBER:	100	
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>		

Figure 5.8-35. Receipt Reversal/Adjustment Screen (AJK-052).

- a. Complete the PIIN and press [ENTER]. The cursor moves to the DOCUMENT NUMBER field.
- b. Enter the eight-digit document number and press [ENTER]. The cursor moves to the MONTH RECEIVED field.
- c. Enter the receipt month and press [ENTER]. The cursor moves to the VRGC field.
- d. Enter the VRGC number and press [ESC]. The Local Purchase Receipt Reversal/Adjustment Screen AJK-047 is displayed.

OR

- e. Press [ENTER] and the cursor moves back to the PIIN field. You can correct your entries.

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NOTE: To interrupt processing throughout the Local Purchase Reversal/Adjustment process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.2.10 for processing instructions.

5.8.2.9.1 Local Purchase Receipt Reversal/Adjustment Screen AJK-047. Use this screen (fig. 5.8-36) to select the local purchase items you want to reverse. The PIIN, VRGC number, and document number are displayed. The receipt and transaction dates, NSN, item name, and quantity are displayed for each item. A data entry field is displayed for the reversal indicator. The cursor is positioned in the REV IND field for the first item.

DATE: [10 Mar 92]		LOCAL PURCHASE RECEIPT REVERSAL/ADJUSTMENT			AJK-047	
PIIN: [DABT5991AM095]		VRGC NUMBER: [100]		DOCUMENT NUMBER: [W26QKQ20690003]		
SELECT RECEIPT ITEM(S) TO REVERSE AND DEPRESS <ESC>						
RECEIPT DATE	TRANSACTION DATE	NSN	ITEM NAME	QTY	REV IND	
[10 MAR 92]	[10 MAR 92]	[8905-00-080-5325]	[KNOCKWURST] [250]	[R]	
[10 MAR 92]	[10 MAR 92]	[8905-00-080-5805]	[POLISH SAUSAGE] [150]	[R]	
[]	[]	[[]	
[]	[]	[[]	
[]	[]	[[]	
[]	[]	[[]	
[]	[]	[[]	
[]	[]	[[]	
[]	[]	[[]	
[]	[]	[[]	
[]	[]	[[]	

Figure 5.8-36. Local Purchase Receipt Reversal/Adjustment Screen (AJK-047).

- a. To reverse an item, enter R and press [ENTER]. The cursor moves to the next item.
- b. To review and select other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.

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c. When you finish your entries, press [ESC]. The Local Purchase Receipt Reversal/Adjustment Screen AJK-048 is displayed.

OR

d. Press [ESC] with no entry. The Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.9.2 Local Purchase Receipt Reversal/Adjustment Screen AJK-048. Use this screen (fig. 5.8-37) to adjust quantities for local purchase receipts you select. The cursor is positioned in the NEW QTY field for the first item.

DATE: [10 Mar 92]		LOCAL PURCHASE RECEIPT REVERSAL/ADJUSTMENT			AJK-048	
PIIN: [DABT5991AM095]		VRGC NUMBER: [100]		DOCUMENT NUMBER: [W26QKQ20690003]		
ENTER NEW RECEIPT QUANTITIES AND DEPRESS <ESC>						
NSN	ITEM NAME	U/I	QTY	NEW QTY		
[8905-00-080-5325]	[KNOCKWURST]	[JR]	[250]	[150]	
[8905-00-080-5805]	[POLISH SAUSAGE]	[LB]	[150]	[50]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	
[]]	[]	[]	[]	

Figure 5.8-37. Local Purchase Receipt Reversal/Adjustment Screen (AJK-813).

- a. Enter the adjusted quantity and press [ENTER]. The cursor moves to the next item.
- b. To review and enter quantities for other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.

NOTE: If you enter 0 in the NEW QTY field for any item, that receipt is completely reversed.

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c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

d. Press [ESC] with no entry and the cursor moves back to the NEW QTY field for the first item. You can enter new data.

(1) Enter C to confirm and press [ESC]. The SF 36 - Local Purchase Receiving Report - Corrected (PCN AJK-VX1) is printed. Then, the Receipt Reversal/Adjustment Command Menu is displayed.

OR

(2) Press [ESC] with no entry and the Receipt Reversal/Adjustment Command Menu is displayed.

5.8.2.10 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-38) to continue processing, start over, return to the Receipt Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.8-38. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you can begin this process again.
- c. Select DISCARD & RETURN and the Receipt Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.8.2.11 Outputs.

a. The SF 36 - Local Purchase Receiving Report - Corrected (PCN AJK-VX1), the Turn-in Reversal/Adjustment Report (PCN AJK-VU1), the Receipt Reversal Report (PCN AJK-VTI), and the SF 36 - Corrected Receiving Report (PCN AJK-T74) are printed during this process. See appendix C for examples of these reports.

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b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

5.8.3 Inventory Adjustment Process. Use this process to adjust MIF balances on hand any time during the accounting period. You can also use it after a physical inventory is complete and the final report is printed.

5.8.3.1 Processing Restrictions. None.

5.8.3.2 Processing Materials. The Master Item File Report (PCN AJK-MIF) gives you the necessary information for items that you want to adjust.

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5.8.3.3 Inventory Adjustments - Enter Items Screen AJK-837. To adjust inventory balances, select C from the Reversal/Adjustment Command Menu. The Inventory Adjustments - Enter Items Screen is displayed. Use this screen (fig. 5.8-39) to enter TIINs for the items you want to adjust. The cursor is positioned in the TIIN field.

DATE: [10 Mar 92]	INVENTORY ADJUSTMENTS	AJK-837
ENTER ITEMS		
WHEN FINISHED ENTERING DATA DEPRESS <ESC>.		
TIIN	ITEM NAME	BALANCE ON HAND
000-0137	SAUCE STEAK 5-10 OZ	844
616-0228	PIE FILLING PEACH #10	150
149-1355	PORK HOCKS FZN SMKD	255
149-1094	MEALS READY TO EAT (MRE)	600
DEPRESS ENTER TO ENTER ANOTHER TIIN		

Figure 5.8-39. Inventory Adjustments - Enter Items Screen (AJK-837).

- a. Enter the TIIN for an item you want to adjust, and press [ENTER].
- b. The TIIN is validated and the item name and balance on hand quantity are displayed.
- c. When you finish your entries, press [ESC]. The Inventory Adjustments - Enter Adjustments Screen AJK-838 is displayed.

OR

- d. Press [ESC] with no entry and the Reversal/Adjustment Command Menu is displayed.

NOTE: To interrupt processing throughout the Inventory Adjustments process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.3.6 for processing instructions.

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5.8.3.4 Inventory Adjustments - Enter Adjustments Screen AJK-838. Use this screen (fig. 5.8-40) to enter the correct balance on hand for items you select. The NSN/MCN, item name, and original balance on hand are displayed for each item. A data entry field is displayed for the new balance on hand. Seven items can be displayed at a time. The cursor is positioned in the NEW BOH field for the first item.

DATE: [10 Mar 92]		INVENTORY ADJUSTMENTS ENTER ADJUSTMENTS		AJK-838
WHEN FINISHED ENTERING DATA DEPRESS <ESC>.				
	NSN/MCN	ITEM NAME	ORIGINAL BOH	NEW BOH
	8905-00-000-0137	SAUCE STEAK 5-10 OZ	844	843
	8940-00-616-0228	PIE FILLING PEACH #10	150	156
	8905-00-149-1355	PORK HOCKS FZN SMKD	255	350
	8970-00-149-1094	MEALS READY TO EAT (MRE)	600	550
ENTER 'C' HERE (C) AND DEPRESS <ESC> TO CONFIRM DATA OR DEPRESS <ESC>				

Figure 5.8-40. Inventory Adjustments - Enter Adjustments Screen (AJK-838).

- a. Enter the new balance on hand and press [ENTER]. The cursor moves to the next item.
- b. To review and adjust other items, use the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back by line.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

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(1) Enter C to confirm and press [ESC]. The MIF files are updated and the Reversal/Adjustment Command Menu is displayed.

OR

(2) Press [ESC] with no entry and the Process Options Ring Menu is displayed.

5.8.3.5 Process Options Ring Menu. Use this ring menu (fig. 5.8-41) to continue processing, adjust TIINs, start over, return to the Reversal/Adjustment Command Menu, or exit processing.

PROCESS OPTIONS: CONTINUE ADJUST TIINs START OVER DISCARD & RETURN EXIT
CONTINUE NORMAL PROCESSING ON THIS SCREEN

Figure 5.8-41. Process Options Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select ADJUST TIINs and the Inventory Adjustments - Enter Items Screen AJK-838 is displayed. You can correct your entries.
- c. Select START OVER and you can begin this process again.
- d. Select DISCARD & RETURN and the Reversal/Adjustment Command Menu is displayed. No inventory adjustments are made.
- e. Select EXIT and the system login screen is displayed.

5.8.3.6 Process Interrupt Ring Menu. Use this ring menu (fig. 5.8-42) to continue processing, start over, return to the Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
IGNORE INTERRUPT AND CONTINUE NORMAL PROCESSING ON THIS SCREEN

Figure 5.8-42. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and you begin this process again.
- c. Select DISCARD & RETURN and the Reversal/Adjustment Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

5.8.3.7 Outputs.

a. The Inventory Adjustment Report (PCN AJK-VN1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 03

5.8.4 Transfers Process.

a. Use the Transfers process to adjust or reverse quantities for items transferred in or out of the TISA. This process contains two subprocesses and two exit options:

(1) Transfer Out (para 5.8.4.1).

(2) Transfer In (para 5.8.4.2).

b. To review the subprocesses in Transfers, select D from the Reversal/Adjustment Command Menu.

c. The Transfer Reversal/Adjustment Command Menu (fig. 5.8-43) is displayed.

TRANSFER REVERSAL/ADJUSTMENT COMMAND MENU: A B R X		
TRANSFER OUT		
DATE: 14 SEP 92	TRANSFER REVERSAL/ADJUSTMENT COMMAND MENU	AJK-988
OPTION CODE	DESCRIPTION	
A -	TRANSFER OUT	
B -	TRANSFER IN	
R -	RETURN TO REVERSAL/ADJUSTMENT COMMAND MENU	
X -	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE.		

Figure 5.8-43. Transfer Reversal/Adjustment Command Menu Screen (AJK-988).

5.8.4.1 Transfer Out Subprocess. Use this subprocess to adjust quantities or reverse items transferred to another TISA.

5.8.4.1.1 Processing Restrictions. None.

5.8.4.1.2 Processing Materials. Use the Transfer to Another TISA Report (PCN AJK-1W1) to complete this process. See paragraph 5.9.1 for processing instructions to print this report.

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5.8.4.1.3 Transfer Reversal/Adjustment Screen AJK-990 - Transfer Out. To adjust quantities or reverse items transferred to another TISA, select A from the Transfer Reversal/Adjustment Command Menu. The Transfer Reversal/Adjustment Screen (fig. 5.8-44) is displayed. The cursor is positioned in the DOCUMENT NUMBER DODAAC field. The TISA DODAAC is displayed.

[TRANSFER REVERSAL/ADJUSTMENT]
DATE: [14 Sep 92]		AJK-990
ENTER THE DOCUMENT NUMBER AND SUPPLEMENTARY ADDRESS AND DEPRESS <ESC>		
DOCUMENT NUMBER	[W26QKQ] [2258] [0006]	
	DODAAC YDDD SER.	
SUPPLEMENTARY ADDRESS	[W26QKQ]	

Figure 5.8-44. Transfer Reversal/Adjustment Screen (AJK-990) - Transfer Out.

NOTE: To interrupt processing throughout the Transfers process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.8.4.1.5 for processing instructions.

a. Use the Transfer to Another TISA Report (PCN AJK-1W1) to complete the following entries:

(1) Enter the TISA DODAAC and the cursor moves to the YDDD field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the YDDD field.

b. Enter the four-digit Julian date and the cursor moves to the SER. field.

c. Enter the four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.

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(1) Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The Transfer Reversal/Adjustment Screen AJK-991 is displayed. See paragraph 5.8.4.1.4 for processing instructions.

OR

(2) Press [ENTER] and the cursor moves back to the DOCUMENT NUMBER DODAAC field. You can enter new data.

5.8.4.1.4 Transfer Reversal/Adjustment Screen AJK-991 - Transfer Out. Use this screen (fig. 5.8-45) to adjust quantities or reverse items transferred to another TISA. The NSN, unit of issue, and quantity are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the NEW QTY field for the first item.

[]
DATE: [14 Sep 92]		TRANSFER REVERSAL/ADJUSTMENT			AJK-991
DOCUMENT NUMBER: [W26QKQ22580006]		SUPPLEMENTARY ADDRESS: [W26QKQ]			
NSN	ITEM NAME	UI	QTY	NEW QTY	
[8950-00-000-0137]	[SAUCE STEAK 5-10 OZ] [BT]	[800]	[900]	
[8950-00-000-0137]	[SAUCE STEAK 5-10 OZ] [BT]	[500]	[0]	
[8910-00-139-6707]	[MILK DRY NONFAT 4 LB] [BX]	[250]	[100]	
[8905-00-127-8474]	[FISH HADDOCK FILLET] [LB]	[150]	[]	
[8905-00-209-5923]	[CHITTERLINGS FZN RAW] [LB]	[96]	[48]	
[8920-00-823-7227]	[CAKE MIX WHITE #10] [CN]	[48]	[96]	
[]	[]] []	[]	[]	
[]	[]] []	[]	[]	
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.					

Figure 5.8-45. Transfer Reversal/Adjustment Screen (AJK-991) - Transfer Out.

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- a. To adjust a quantity, enter a new one and press [ENTER].

OR

- b. To reverse the total quantity, enter 0 in the NEW QTY field.

OR

- c. To skip an item, press [ENTER] with no entry.

- d. Repeat steps a thru c to adjust quantities or reverse other items.

- e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) To confirm your entries, enter C and press [ESC]. The Transfer Reversal/Adjustment Report - Transfer Out (PCN AJK-1R1) is printed. Then, the Transfer Reversal/Adjustment Command Menu is displayed.

OR

(2) To end processing, press [ESC] with no entry. The Transfer Reversal/Adjustment Command Menu is displayed.

5.8.4.1.5 Process Interrupt Ring Menu. Use this ring menu (5.8-46) to continue processing, start over, return to the Transfer Reversal/Adjustment Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN eXit
IGNORE INTERRUPT AND CONTINUE NORMAL PROCESSING ON THIS SCREEN

Figure 5.8-46. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen. The cursor moves back to the last data entry field you complete.

- b. Select START OVER and you can begin this process again.

- c. Select DISCARD & RETURN and the Transfer Reversal/Adjustment Command Menu is displayed.

- d. Select eXit and the system login screen is displayed.

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5.8.4.1.6 Outputs.

a. The Transfer Reversal/Adjustment Report - Transfer Out (PCN AJK-1R1) is printed during this subprocess.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.
For example:

COFF: 30 Sep 01 DEST: Oct 03

5.8.4.2 Transfer In Subprocess. Use this subprocess to adjust or reverse quantities for items received from another TISA.

5.8.4.2.1 Processing Restrictions. None.

5.8.4.2.2 Processing Materials. Use the Transfer From Another TISA Report (PCN AJK-1W1) to complete this process. See paragraph 5.9.2 for instructions to print this report.

5.8.4.2.3 Transfer Reversal/Adjustment Screen AJK-990 - Transfer In. To adjust quantities or reverse items received from another TISA, select B from the Transfer Reversal/Adjustment Command Menu. The Transfer Reversal/Adjustment Screen (fig. 5.8-47) is displayed. The cursor is positioned in the DOCUMENT NUMBER DODAAC field. The TISA DODAAC is displayed.

[]
DATE: [14 Sep 92]	AJK-990
TRANSFER REVERSAL/ADJUSTMENT	
ENTER THE DOCUMENT NUMBER AND SUPPLEMENTARY ADDRESS	
AND DEPRESS <ESC>	
DOCUMENT NUMBER	[W26QKQ] [2258] [0007]
	DODAAC YDDD SER.
SUPPLEMENTARY ADDRESS	[W26QKQ]

Figure 5.8-47. Transfer Reversal/Adjustment Screen (AJK-990) - Transfer In.

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a. Use the Transfer From Another TISA Report (PCN AJK-1W1) to complete the following entries:

(1) Enter the TISA DODAAC and the cursor moves to the YDDD field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the YDDD field.

b. Enter the four-digit Julian date and the cursor moves to the SER. field.

c. Enter the four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.

(1) Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The Transfer Reversal/Adjustment Screen AJK-991 is displayed. See paragraph 5.8.4.2.4 for processing instructions.

OR

(2) Press [ENTER] and the cursor moves back to the DOCUMENT NUMBER DODAAC field. You can enter new data.

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5.8.4.2.4 Transfer Reversal/Adjustment Screen AJK-991 - Transfer In. Use this screen (fig. 5.8-48) to adjust quantities or reverse items received from another TISA. The NSN, unit of issue, and quantity are displayed for each item. Eight items can be displayed at a time. The cursor is positioned in the NEW QTY field for the first item.

[]	
DATE: [14 Sep 92]		TRANSFER REVERSAL/ADJUSTMENT		AJK-991	
DOCUMENT NUMBER: [W26QKQ22580007]		SUPPLEMENTARY ADDRESS: [W26QKQ]			
NSN	ITEM NAME	UI	QTY	NEW QTY	
[8950-00-489-0546]	[PEPPERS JALAPENO #10]] [CN] [36]	[24]
[8915-00-007-5309]	[PEAS BLACKEYE #10]] [CN] [36]	[48]
[8915-00-127-9282]	[PEAS GREEN #10]] [CN] [48]	[]
[8915-00-127-8892]	[POTATOES SWT #2 1/2]] [CN] [96]	[48]
[8915-00-133-5903]	[POTATOES INSTANT #10]] [CN] [24]	[0]
[8915-00-582-4060]	[TOMATOES #10]] [CN] [96]	[]
[]] [] []	[]
[]] [] []	[]
[]] [] []	[]
WHEN FINISHED ENTERING DATA, DEPRESS <ESC>.					
[CONFIRM INDICATOR:] [C]					
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.					

Figure 5.8-48. Transfer Reversal/Adjustment Screen (AJK-991) - Transfer In.

- a. To adjust a quantity, enter a new one and press [ENTER].
 - OR
 - b. To reverse the total quantity, enter 0 in the NEW QTY field.
 - OR
 - c. To skip an item, press [ENTER] with no entry.
 - d. Repeat steps a thru c to adjust quantities or reverse other items.
 - e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- (1) To confirm your entries, enter C and press [ESC]. The Transfer Reversal/Adjustment Report - Transfer In (PCN AJK- 1R1) is printed. Then, the Transfer Reversal/Adjustment Command Menu is displayed.

OR

(2) To end processing, press [ESC] with no entry. The Transfer Reversal/Adjustment Command Menu is displayed.

5.8.4.2.5 Outputs.

a. The Transfer Reversal/Adjustment Report - Transfer In (PCN AJK-1R1) is printed during this subprocess.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.
For example:

COFF: 30 Sep 01 DEST: Oct 03

5.9 Transfers Subfunction.

a. Use this subfunction to account for subsistence you transfer to or receive from another TISA. You can also use this subfunction to monitor and record subsistence transfers between dining facilities. This subfunction contains three processes and two exit options:

(1) Transfer to Another TISA (para 5.9.1).

(2) Transfer From Another TISA (para 5.9.2).

(3) Transfer From DF to DF (5.9.3).

b. To review the processes in Transfers, select H from the Stock Accounting Command Menu.

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c. The Transfers Command Menu (fig. 5.9-1) is displayed.

TRANSFERS: A B C R X		
Transfer to Another TISA		
[
DATE: [24 AUG 92]	TRANSFERS COMMAND MENU	AJK-642
]		
OPTION CODE	DESCRIPTION	
A	TRANSFER TO ANOTHER TISA	
B	TRANSFER FROM ANOTHER TISA	
C	TRANSFER FROM DF TO DF	
R	RETURN TO STOCK ACCOUNTING COMMAND MENU	
X	EXIT TISA PROCESSING	
ENTER THE DESIRED OPTION CODE HERE: [A]		

Figure 5.9-1. Transfers Command Menu Screen (AJK-642).

5.9.1 Transfer to Another TISA Process. Use this process to transfer subsistence to another TISA, and adjust the MIF balances on hand.

5.9.1.1 Processing Restrictions. None.

5.9.1.2 Processing Materials. Use the DA Form 3161 (Request for Issue or Turn-in) containing the list of transfer items.

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5.9.1.3 TISA Transfers - Transfer to Another TISA Screen AJK-643. To create a subsistence transfer to another TISA, select A from the Transfers Command Menu. The Transfer to Another TISA Screen (fig. 5.9-2) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 14 Sep 92		TISA TRANSFERS		AJK-643	
TRANSFER TO ANOTHER TISA					
DOCUMENT NUMBER: W26QKQ 2258 0006		SUPPLEMENTARY ADDRESS: W26QKQ			
TIIN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
000-0137	SAUCE STEAK 5-10 OZ	BT	\$0.42	500	210.00
139-6707	MILK DRY NONFAT 4 LB	BX	\$5.08	250	1270.00
127-8474	FISH HADDOCK FILLET	LB	\$3.90	150	585.00
209-5923	CHITTERLINGS FZN RAW	LB	\$0.54	96	51.84
823-7227	CAKE MIX WHITE #10	CN	\$3.32	48	159.36
Grand Total Extended Price					2276.20
CONFIRM INDICATOR: C					
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL AND DEPRESS <ESCAPE>					

Figure 5.9-2. TISA Transfers - Transfer to Another TISA Screen (AJK-643).

NOTE: To interrupt processing throughout the Transfers process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 5.9.2.4 for processing instructions.

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- a. Enter the TISA DODAAC and the cursor moves to the JULIAN DATE field.

OR

- b. Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field.
- c. Enter a four-digit Julian date and the cursor moves to the SERIAL NUMBER field.
- d. Enter a four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.
- e. Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The cursor moves to the TIIN field.
- f. Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QTY field.
 - (1) The item name, unit of issue, and unit price are displayed.
 - (2) Enter a quantity and press [ENTER]. The extended and grand total extended prices are displayed.
 - (3) The cursor moves to the next TIIN field.
 - (4) Repeat these steps to add more items.
- g. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - (1) To confirm your entries, enter C and press [ESC]. The Transfer to Another TISA DA Form 3161 Facsimile Report (PCN AJK-1W1) is printed. Then, the Process Another Transfer Ring Menu (fig. 5.9-3) is displayed.

OR

- (2) To end processing, press [ESC] with no entry. The Process Another Transfer Ring Menu is displayed.

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5.9.1.4 Process Another Transfer Ring Menu. Use this ring menu (fig. 5.9-3) to create another transfer, return to the Transfers Command Menu, or exit processing.

PROCESS ANOTHER TRANSFER: PROCESS RETURN EXIT
Process Another Transfer

Figure 5.9-3. Process Another Transfer Ring Menu.

- a. Select PROCESS and you can create another TISA transfer. The Transfer to/From Another TISA Screen is displayed.
- b. Select RETURN and the Transfers Command Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

5.9.1.5 Outputs.

a. The Transfer to Another TISA DA Form 3161 Facsimile Report (PCN AJK-1W1) is printed during this process.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.

For example:

COFF: 30 Sep 01 DEST: Oct 03

5.9.2 Transfer From Another TISA Process. Use this process to transfer subsistence from another TISA, and adjust the MIF balances on hand.

5.9.2.1 Processing Restrictions. None.

5.9.2.2 Processing Materials. Use the DA Form 3161 (Request for Issue or Turn-in) containing the list of transfer items.

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5.9.2.3 TISA Transfers - Transfer From Another TISA Screen AJK-643. To create a subsistence transfer from another TISA, select B from the Transfers Command Menu. The Transfer From Another TISA Screen (fig. 5.9-4) is displayed. The cursor is positioned in the partially completed DOCUMENT NUMBER field.

DATE: 14 Sep 92		TISA TRANSFERS			AJK-643
TRANSFER FROM ANOTHER TISA					
DOCUMENT NUMBER:		W26QKQ 2258 0007	SUPPLEMENTARY ADDRESS:		W26QKQ
TIIN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
007-5309	PEAS BLACKEYE #10	CN	\$1.67	36	60.12
127-9282	PEAS GREEN #10	CN	\$2.40	48	115.20
127-8892	POTATOES SWT #2 1/2	CN	\$0.71	96	68.16
133-5903	POTATOES INSTANT #10	CN	\$4.82	24	115.68
582-4060	TOMATOES #10	CN	\$2.44	96	234.24
Grand Total Extended Price					705.00
CONFIRM INDICATOR: C					
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL AND DEPRESS <ESCAPE>					

Figure 5.9-4. TISA Transfers - Transfer From Another TISA Screen (AJK-643).

- a. Enter the TISA DODAAC and the cursor moves to the JULIAN DATE field.
- b. Enter the four-digit Julian date and the cursor moves to the SERIAL NUMBER field.
- c. Enter the four-digit serial number and press [ENTER]. The cursor moves to the SUPPLEMENTARY ADDRESS field.
- d. Enter the TISA DODAAC used in the DOCUMENT NUMBER field and press [ESC]. The cursor moves to the TIIN field.
- e. Enter a seven-position TIIN and press [ENTER]. The cursor moves to the QTY field.
 - (1) The item name, unit of issue, and unit price are displayed.

(2) Enter a quantity and press [ENTER]. The extended and grand total extended prices are displayed.

(3) The cursor moves to the next TIIN field.

(4) Repeat these steps to add more items.

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) To confirm your entries, enter C and press [ESC]. The Transfer From Another TISA Report (PCN AJK-1W1) is printed. Then, the Process Another Transfer Ring Menu is displayed. See paragraph 5.9.1.4 for processing instructions.

OR

(2) To end processing, press [ESC] with no entry. The Process Another Transfer Ring Menu is displayed.

5.9.2.4 Process Interrupt Ring Menu. Use this ring menu (fig. 5.9-5) to continue processing, start over, return to the Transfers Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 5.9-5. Process Interrupt Ring Menu

a. Select CONTINUE and you can continue processing on the same screen. The cursor moves back to the last data entry field you complete.

b. Select START OVER and you can begin this process again.

c. Select DISCARD & RETURN and the Transfers Command Menu is displayed.

d. Select EXIT and the system login screen is displayed.

5.9.2.5 Outputs.

a. The Transfer From Another TISA DA Form 3161 Facsimile Report (PCN AJK-1W1) is printed during this process. See appendix C for an example of this report.

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b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.
For example:

COFF: 30 Sep 01 DEST: Oct 03.

5.9.3 Transfer From DF to DF Process. Use this process to monitor and record the transfer of subsistence items from one dining facility to another. This process also adjusts the accounts and inventory balances for both dining facilities.

5.9.3.1 Processing Restrictions. None.

5.9.3.2 Processing Materials. For more information, use the following materials:

a. On-line customer transfer numbers and items are passed to TISA during the End of Day Batch process (para. 11.3). The DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report (PCN AJK-1F1) lists the number of transaction errors received. The DFO is responsible for giving TISA a signed copy of the Dining Facility to Dining Facility Transfer Report (PCN AJK-466). Based on a pending regulatory change in AR 30-1, the dining facility is not required to get approval from the IFA before sending the transfer to TISA.

b. Off-line to on-line or off-line to off-line customer transfers can be created at the TISA. You can also create on-line customer transfers (if necessary) at the TISA. These customers must have a DA Form 3161 (Request for Issue or Turn-in) to go with the transfer items and give TISA a signed copy.

NOTE: This process is NOT to be used to transfer items between different appropriations, because no reimbursement transactions are created.

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5.9.3.3 DF to DF Transfer of Subsistence Screen AJK-680. To begin processing a DF to DF transfer, select C from the Transfers Command Menu. The DF to DF Transfer of Subsistence Screen (fig. 5.9-6) is displayed. The cursor is positioned in the CUSTOMER ID field.

```
[
DATE:  [24 Jun 90]                DINING FACILITY ACCOUNT                AJK-680
                                     DF TO DF TRANSFER OF SUBSISTENCE

                                     ENTER THE FOLLOWING

                                     CUSTOMER ID:      [W26L77]
                                     TRANSFER NO:      [019]
                                     TRANSFER DATE:    [24 Jun 90]
                                                DD MMM YY

                                     TRANSFER TO:      [YDF005]

                                     [ ]  DEPRESS ESCAPE WHEN ENTRY IS COMPLETE

Press the ESCAPE key when entry is complete.]
```

Figure 5.9-6. DF to DF Transfer of Subsistence Screen (AJK-680).

- a. Enter a customer identification (ID) code for the dining facility that creates the transfer and press [ENTER]. The cursor moves to the TRANSFER NO field.
- b. Enter the transfer number and press [ENTER]. The cursor moves to the TRANSFER DATE field.
- c. Enter the date in dd mmmyy format and press [ENTER].

(1) When the transfer is created at TISA between off-line to on-line or off-line to off-line customers, a message is displayed: **No Transfer Record Found.** Then, the Enter Transfer Ring Menu is displayed at the top of the DF to DF Transfer of Subsistence Screen AJK-680. See paragraph 5.9.3.4 for processing instructions.

OR

(2) When the transfer is created between on-line customers and passed to TISA, the DF to DF Transfer of Subsistence Screen AJK-681 is displayed. See paragraph 5.9.3.5.2 for processing instructions.

5.9.3.4 Enter Transfer Ring Menu. Use this ring menu (fig. 5.9-7) to enter your customer ID data, change previous entries, return to the Transfers Command Menu, or exit processing.

ENTER TRANSFER: Enter Change Return eXit Enter transfer data for customer.
--

Figure 5.9-7. Enter Transfer Ring Menu

- a. Select Enter and the cursor moves to the TRANSFER TO field. Enter the customer ID of the receiving facility and press [ESC]. The DF to DF Transfer of Subsistence Screen AJK-681 is displayed. See paragraph 5.9.3.5.1 for processing instructions.
- b. Select Change and the cursor moves to the CUSTOMER ID field. You can correct your entries.
- c. Select Return and the Transfers Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

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5.9.3.5 DF to DF Transfer of Subsistence Screen AJK-681. Use this screen to create transfers for on-line and off-line customers. It is also used to process transfers sent through the system.

- a. If you are creating a transfer, see paragraph 5.9.3.5.1 for processing instructions.
- b. If you are processing one sent through the system, see paragraph 5.9.3.5.2.

5.9.3.5.1 Creating a Transfer. When you are creating a transfer, no items are displayed on Screen AJK-681 (fig. 5.9-8). The cursor is positioned in the TIIN field for the first line. Use the DA Form 3161 to complete the following entries:

DATE: 24 Jun 90		DINING FACILITY ACCOUNT		AJK-681	
DF TO DF TRANSFER OF SUBSISTENCE					
PERISHABLE					
TRANSFER NUMBER: 007		TRANSFER DATE: 24 Jun 90			
TRANSFER FROM CUST ID: W26L77		TRANSFER TO CUST ID: YDF005			
NAME: HHC 176TH ENGR GP (CBT)		NAME: ACTRIVE ARMY 249TH QM BN			
TIIN	ITEM NAME	UI	PRICE	QTY	PRICE
-					
Grand Total Extended Price					\$0.00
DEPRESS ESCAPE WHEN ENTRY IS COMPLETE					

Figure 5.9-8. DF to DF Transfer of Subsistence Screen (AJK-681) - Creating a Transfer.

- a. Enter a seven-position TIIN and press [ENTER]. The item name, unit of issue, and unit price are displayed. The cursor moves to the QTY field.
- b. Enter a quantity for the item and press [ENTER]. The extended price is displayed and the cursor moves to the next TIIN field.
- c. Repeat steps a and b until you finish adding perishable items.

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d. When you finish your entries, press [ESC]. The cursor moves to the CONFIRM field.

(1) Enter Y and press [ESC] to confirm your entries. Then, you can begin entering semiperishable items. Repeat steps a and b until you finish adding these items.

OR

(2) Enter N and press [ESC] to change your entries. The cursor moves back to the first item in the TIIN field. You can correct your entries.

e. When you finish your entries for semiperishable items, press [ESC]. The cursor moves to the CONFIRM field.

(1) Enter Y and press [ESC]. The following message is displayed: **Updating database. Please wait.** Then, the Repeat Processing Ring Menu is displayed. See paragraph 5.9.3.7 for processing instructions.

OR

(2) Enter N and press [ESC] to change your entries. The cursor moves back to the first item in the TIIN field. You can correct your entries.

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5.9.3.5.2 Processing Transfers Sent Through the System. When you are processing transfers sent through the system, the following information is displayed on Screen AJK-681 (fig.5.9-9):

a. Transfer number, transfer from customer ID code, customer to and from names, transfer date, and transfer to customer ID code.

b. Perishable items are displayed first. Then, the TIIN, item name, unit of issue, unit price, quantity, extended, and grand total extended prices are displayed. Four items can be displayed at a time. When there are no perishable items on the transfer, a message is displayed: **Press [ESC] to display semiperishables.**

c. Use the Dining Facility to Dining Facility Transfer Report (PCN AJK-466) to review and adjust the items displayed. The cursor is positioned in the TIIN field for the first item.

DATE: 24 Jun 90		DINING FACILITY ACCOUNT		AJK-681	
DF TO DF TRANSFER OF SUBSISTENCE					
PERISHABLE					
TRANSFER NUMBER: 002		TRANSFER DATE: 16 Jun 90			
TRANSFER FROM CUST ID: P3700		TRANSFER TO CUST ID: P9300			
NAME: 167TH QM BN ACTIVE ARMY		NAME: 224TH AVN BN			
		UNIT		EXTENDED	
TIIN	ITEM NAME	UI	PRICE	QTY	PRICE
262-7274	TURKEY BNLS RAW	LB	\$1.51	20	\$30.20
043-3198	EGGS SHELL DOM	DZ	\$0.66	48	\$31.68
126-4062	PORK BUTT FZN SHOULDER	LB	\$1.40	49	\$68.60
616-0078	MARGARINE PRINTS 1 LB	LB	\$0.33	15	\$4.95
Grand Total Extended Price					\$235.83
ENTER Y TO CONFIRM OR N TO CHANGE ENTRIES. Y					
DEPRESS ESCAPE WHEN ENTRY IS COMPLETE					

Figure 5.9-9. DF to DF Transfer of Subsistence Screen (AJK-681) - Processing Transfers Sent Through the System.

d. Use the [ENTER] or ARROW keys to scroll forward and back through the transfer by item.

e. To change a quantity for an item, use the [ENTER] or [RIGHT ARROW] key [→] to move the cursor to the QTY field. Enter a new quantity over the old and press [ENTER]. The extended and grand total prices are adjusted.

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(1) Use the [ENTER] or ARROW keys to move up and down the QTY field to choose the quantity you want to change. Enter the change and press [ENTER]. The cursor moves to the next TIIN field. Repeat this step to change other quantities.

(2) To cancel an item, enter zero in the QTY field for that item. Press [ENTER] and the dollar value in the EXTENDED PRICE field is set to zero. The grand total is also adjusted.

f. To add an item, move the cursor to the last TIIN and press [ENTER]. A space is created to add another item.

(1) Enter a TIIN from the Master Item File Report (PCN AJK-MIF) and press [ENTER]. The TIIN you enter must be in the same commodity group as the items being transferred (e.g., perishable or semiperishable). The item name, unit of issue, and unit price are displayed. The cursor moves to the QTY field.

(2) Enter a quantity and press [ENTER]. The extended price is displayed and the cursor moves to the next TIIN field.

(3) Repeat steps (1) and (2) above to add more items to the transfer.

g. When you finish your changes, press [ESC]. The CONFIRM field is displayed.

(1) To confirm your entries, enter Y and press [ESC].

(a) When a transfer contains one commodity group, a message is displayed: **Updating database. Please wait.** Then, the Repeat Processing Ring Menu is displayed. See paragraph 5.9.3.7 for processing instructions.

OR

(b) When a transfer contains both commodity groups, the semiperishables are displayed. Repeat steps d thru g to process these items.

OR

(2) To change your entries, enter N and press [ESC]. The cursor moves back to the first TIIN field. See steps d thru f to make more changes.

5.9.3.6 Interrupt Ring Menu. Use this ring menu (fig. 5.9-10) to continue processing, restart the process, return to the Transfers Command Menu, or exit processing.

INTERRUPT: Continue Restart Discard & Return eXit
Continue inout on the current screen.

Figure 5.9-10. Interrupt Ring Menu.

- a. Select Continue and the cursor moves back to the last data entry field you completed.
- b. Select Restart and you can restart the process.
- c. Select Discard & return and the Transfers Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

5.9.3.7 Repeat Processing Ring Menu. Use this ring menu (fig. 5.9-11) when you finish processing a DF to DF transfer. You can restart this process or exit to the Transfers Command Menu.

REPEAT THE PROCESS: Yes No
Process another DF to DF Transfer.

Figure 5.9-11. Repeat Processing Ring Menu.

- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another DF to DF transfer.

OR

- c. Select No and the Transfers Command Menu is displayed.

5.9.3.8 Outputs.

a. The DA Form 3161 Facsimile - DF to DF Transfer Report (PCN AJK-1B1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, maintain for 2 years, then destroy.

For example:

COFF: 30 Sep 01 DEST: Oct 03.

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SECTION 6. FINANCIAL ACCOUNTING FUNCTION

6.1 Financial Accounting Function.

a. Use the Financial Accounting function to maintain TISA's financial accounts and generate transactions to the Standard Army Financial Inventory, Accounting, and Reporting System (STARFIARS). Financial Accounting contains two groups of processes:

- (1) Dining Facility Accounts (para 6.2).
- (2) Voucher Register and General Control (VRGC) (para 6.10).

b. To review the processes in Financial Accounting, select option F from the TISA Command Menu (fig. 6.1-1).

TISA:	Stock	Financial	Maint	Query&Rpts	PhysInvy	Loc'n	Batch TISA	Exit
DATE: 10 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU							AJK-600
OPTION CODE		RING MENU SELECTION OPTIONS						
S		STOCK ACCOUNTING						
F		FINANCIAL ACCOUNTING						
M		FILES MAINTENANCE						
Q		REPORTS AND INQUIRIES						
P		PHYSICAL INVENTORY						
L		STORAGE LOCATION						
B		TISA BATCH PROCESSES						
X		SIGN OFF TISA SUBSYSTEM						
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:								

Figure 6.1-1. TISA Command Menu Screen (AJK-600)

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c. The Financial Accounting Command Menu (fig. 6.1-2) is displayed.

Financial Accounting Command Options: A B C D E F N R X			
Flag Customer Account for Closing			
DATE: 02 SEP 92		FINANCIAL ACCOUNTING COMMAND MENU	
AJK-683			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A	- FLAG CUSTOMER ACCOUNT FOR CLOSING	N	- CONTINUE TO NEXT FINANCIAL COMMAND MENU
B	- DF ADJUSTMENT DUE TO A ROS	R	- RETURN TO TISA COMMAND MENU
C	- DF ADJUSTMENT DUE TO A SOC	X	- EXIT FROM TISA PROCESSING
D	- EARNINGS AND EXPENDITURE RECORD		
E	- POST HEADCOUNT DATA		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 6.1-2. Financial Accounting Command Menu Screen (AJK-683)

6.2 Dining Facility Accounts Subfunction.

a. Use the Dining Facility Accounts (DFA) subfunction to maintain and monitor customer accounts. To use any of the DFA processes, a customer account must be set up through the Customer Information File process (para 7.5). After the account is set up, you can run the following processes in any order:

- (1) Flag Customer Account for Closing (para 6.3).
- (2) DF Adjustment Due to a Report of Survey (para 6.4).
- (3) DF Adjustment Due to a Statement of Charges (para 6.5).
- (4) DFA Inquiry/Print Earnings and Expenditures Record (para 6.6).
- (5) Post Headcount Data (para 6.7).
- (6) Excess Cost Adjustments (para 6.8).
- (7) Reduced Price Commissary Items (para 6.9).

b. The Financial Accounting Command Menu displays the Dining Facility Account processes. Use A thru J to process dining facility account information. Use N to review the remaining Dining Facility Account processes and the Voucher Register and General Control processes. The next screen of the Financial Accounting Command Menu (fig. 6.10-1) is

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displayed. Use R to return to the TISA Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen.

6.3 Flag Customer Account for Closing Process. Use this process to choose the customer accounts (ARCS, FRIS, or Other) you want to flag for closing.

6.3.1 Processing Restrictions. All direct vendor delivery (DVD) orders and issue documents must be closed and headcount entered for the dining facility accounts you select. Do not run this process until the End of Month (EOM) Batch process (para 11.4) is complete.

6.3.2 Processing Materials. None.

6.3.3 Flag Customer Account for Closing Screen AJK-682. To flag a customer account for closing, select A from the Financial Accounting Command Menu. The Financial Accounting Warning Screen (fig. 6.3-1) is displayed.

#	#	#	####	#	#	###	#	#	####	###	###
#	#	#	#	#	#	##	#	#	##	#	#
#	#	#	#	#	#	#	#	#	#	#	###
#	#	#	#	#	#####	#	#	#	#	#	###
#	#	#	#####	#	#	#	#	#	#	###	#
#	#	#	#	#	#	#	#	#	#	#	#
#	#	#	#	#	#	##	#	#	##	#	###
##	##	#	#	#	#	#	###	#	#	####	###
#####											
#	THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.										#
#	IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT										#
#	THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE										#
#	TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS										#
#	PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.										#
#	PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM.										#
#####											
OPTION		OPTION DESCRIPTION									
1		CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.									
2		CANCEL THE EXECUTION OF THE CHOSEN PROCESS.									
ENTER THE OPTION DESIRED AND DEPRESS <ENTER>											
OPTION:		1									

Figure 6.3-1. Financial Accounting Warning Screen

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a. Select 1 and press [ENTER]. The Flag Customer Account for Closing Screen AJK-682 (fig. 6.3-2) is displayed.

b. Select 2 and press [ENTER] to cancel this process. The Financial Accounting Command Menu is displayed.

[DINING FACILITY ACCOUNT]
DATE: [10 Apr 92]	FLAG CUSTOMER ACCOUNT FOR CLOSING	AJK-682
CUSTOMER ID	TYPE CUSTOMER ACCOUNT	
[YDF004]	[A]	
[]	[]	
[]	[]	
[]	[]	
[]	[]	
[]	[]	
[]	[]	
[]	[]	
WHEN DATA ENTRY COMPLETED --- DEPRESS <ESC>		
ENTER OPTION [] AND DEPRESS <ENTER>		
ENTER 'A' FOR ARCS, 'F' FOR FRIS OR 'O' FOR OTHER AND DEPRESS <ENTER>		

Figure 6.3-2. Flag Customer Account for Closing Screen (AJK-682)

c. The cursor is positioned in the CUSTOMER ID field. Enter a customer ID code for one customer, or enter ALL for all customers and press [ENTER].

d. Enter the type of customer account from the screen display (A, F, or O) and press [ENTER].

e. When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER] or [ESC]:

(1) Enter C and a message is displayed: **UPDATING FILES --- PLEASE WAIT!!** When the update is complete, the Repeat Processing Ring Menu is displayed. See paragraph 6.3.5 for processing instructions.

(2) Enter X and the Financial Accounting Command Menu is displayed. The accounts are not flagged.

f. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.3.4 for processing instructions.

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6.3.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.3-3) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT: RESTART A X
RESTART CURRENT PROCESS

Figure 6.3-3. Interrupt Processing Ring Menu.

- a. Select RESTART and you can re-enter information for the same customer or enter information for a new one.
- b. Select A and the Financial Accounting Command Menu is displayed.
- c. Select X and the system login screen is displayed.

6.3.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.3-4) when you finish flagging an account for closing. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS: Yes No
Reenter the process that was just completed?

Figure 6.3-4. Repeat Processing Ring Menu.

- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another dining facility account for closing.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.3.6 Outputs. No reports are printed during this process.

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6.4 DF Adjustment Due to a Report of Survey (ROS) Process. Use this process to begin a report of survey adjustment, either by line item option or total dollar value option.

6.4.1 Processing Restrictions. None.

6.4.2 Processing Materials. For more information, use the following materials:

a. Off-line customers must give a signed copy of DA Form 4697 (Report of Survey) with an assigned survey number to TISA. The report of survey contains a list of items surveyed. Use the total dollar value option to process this type of survey.

b. On-line customer survey numbers and items are passed to TISA during the End of Day Batch process (para 11.3). The DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report (PCN AJK-1F1) lists the number of transaction errors received. The DFO is responsible for giving TISA copies of the DA Form 4697 and the Report of Survey Report (PCN AJK-462).

6.4.3 DF Adjustment Due to a Report of Survey Screen AJK-685. To begin a report of survey adjustment, select B from the Financial Accounting Command Menu. The DF Adjustment Due to a Report of Survey Screen (fig. 6.4-1) is displayed. Use this screen to adjust the dining facility account. You can choose the Line Item Option or the Total Dollar Value Option from this screen.

[]
DATE:[28 Apr 92]		AJK-685
DINING FACILITY ACCOUNT		
DF ADJUSTMENT DUE TO A REPORT OF SURVEY		
REPORT OF SURVEY OPTION	OPTION DESCRIPTION	
1	LINE ITEM	
2	TOTAL DOLLAR VALUE	
ENTER REPORT OF SURVEY OPTION HERE: [1]		
Line Item Option	Enter Customer ID:	[YDF003]
	Enter ROS Date:	[27 Apr 92]
Total Dollar	Enter Customer ID:	[]
Value Option	Enter Type Customer Account:	[]
	Enter ROS No. :	[]
	Enter Perishable \$ Value:	[]
	Enter Semiperishable \$ Value:	[]
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>		
Enter Option Here: [] and Depress <ENTER>		

Figure 6.4-1. DF Adjustment Due to a Report of Survey Screen (AJK-685)

6.4.3.1 Line Item Option. To review a list of items surveyed, select 1 and press [ENTER].

a. Enter a customer ID code and press [ENTER].

b. Enter a report of survey date and press [ENTER]. The DF Adjustment Due to a Report of Survey Screen AJK-686 (fig. 6.4-2) is displayed.

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6.4.3.2 DF Adjustment Due to a Report of Survey Screen AJK-686. Use this screen (fig. 6.4-2) to review the report of survey information. You can confirm the information displayed or exit this process.

a. This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and extended price. Six items can be displayed at a time. The cursor stays in the NSN/MCN field throughout processing.

DATE: 28 Apr 92		DINING FACILITY ACCOUNT			AJK-686
DF ADJUSTMENT DUE TO A REPORT OF SURVEY					
SEMIPERISHABLE					
ROS NUMBER: 001		ROS DATE: 27 Apr 92			
CUSTOMER ID: YDF003		NAME: 244TH QM BN ACTIVE ARMY			
NSN/MCN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
8915-00-257-3947	CORN WHOLE GRAIN #10	CN	\$2.92	30	\$87.60
8915-00-281-1809	JUICE GRAPE #3	CN	\$1.11	15	\$16.45
Grand Total Extended Price					\$104.25
ENTER OPTION HERE: C and Depress <ENTER>					
Enter 'C' to CONFIRM or 'X' to EXIT					

Figure 6.4-2. DF Adjustment Due to a Report of Survey Screen (AJK-686) - Line Item Option.

- (1) Use the [ENTER] key to scroll forward and view items by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC] and the grand total extended price is displayed. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

- (1) Enter C and a message is displayed: **Updating Files Now - - - Please Wait!!!!**

(a) When a survey contains one commodity group, the Repeat Processing Ring Menu is displayed. See paragraph 6.4.5 for processing instructions.

(b) When a survey contains both commodity groups, the semiperishables are displayed. Repeat steps a and b to process these items.

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(2) Enter X and the Repeat Processing Ring Menu is displayed. The survey is not processed.

c. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.4.3 for processing instructions.

6.4.3.3 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.4-3), select 2 and press [ENTER].

[]		
DATE: [10 Apr 92]	DINING FACILITY ACCOUNT	AJK-685
DF ADJUSTMENT DUE TO A REPORT OF SURVEY		
REPORT OF SURVEY OPTION		OPTION DESCRIPTION
1		LINE ITEM
2		TOTAL DOLLAR VALUE
ENTER REPORT OF SURVEY OPTION HERE: [2]		
Line Item Option	Enter Customer ID: []	
	Enter ROS Date: []	
Total Dollar	Enter Customer ID: [YDF005]	
Value Option	Enter Type Customer Account: [A]	
	Enter ROS No. : [001]	
	Enter Perishable \$ Value: [\$150.00]	
	Enter Semiperishable \$ Value: [\$150.00]	
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>		
Enter Option Here: [] and Depress <ENTER>		
Enter 'C' to confirm, 'R' to Reenter, or 'X' to Exit.		

Figure 6.4-3. DF Adjustment Due to a Report of Survey Screen (AJK-685) - Total Dollar Value Option.

- a. Enter a customer ID code and press [ENTER].
- b. Enter a type of customer account and press [ENTER].
- c. Enter a report of survey number and press [ENTER].
- d. Enter the perishable dollar value and press [ENTER].

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e. Enter the semiperishable dollar value and press [ENTER]. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC].

f. Enter C and a message is displayed: **Updating Files Now, Please Wait!** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.4.5 for processing instructions.

OR

(1) Enter R and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

OR

(2) Enter X and the message: **EXITING CURRENT PROCESS** is displayed. Then, the Repeat Processing Ring Menu is displayed.

6.4.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.4-4) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT: RESTART A X
RESTART CURRENT PROCESS

Figure 6.4-4. Interrupt Processing Ring Menu

a. Select RESTART and you can re-enter information for the same customer or enter information for a new one.

b. Select A and the Financial Accounting Command Menu is displayed.

c. Select X and the system login screen is displayed.

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6.4.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.4-5) when you finish processing adjustments for a report of survey. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS: Yes No
Reenter the process that was just completed?

Figure 6.4-5. Repeat Processing Ring Menu.

- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another adjustment for a report of survey.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.4.6 Outputs. No reports are printed during this process.

6.5 DF Adjustment Due to a Statement of Charges Process. Use this process to begin a statement of charges adjustment by line item option or total dollar value option.

6.5.1 Processing Restrictions. None.

6.5.2 Processing Materials. For more information, use the following materials:

- a. Off-line customers must give an approved copy of DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) with an assigned statement of charges number to TISA. The statement of charges contains a list of items for payment. Use the total dollar value option to process this type of statement.
- b. An on-line customer statement of charges number and items are passed to TISA during the End of Day Batch process (para 11.3). The DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report (PCN AJK-1F1) lists the number of transaction errors received. The DFO is responsible for giving TISA copies of the DD Form 362 and Statement of Charges Report (PCN AJK-464).

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6.5.3 DF Adjustment Due to a Statement of Charges Screen AJK-697. To begin a statement of charges adjustment, select C from the Financial Accounting Command Menu. The DF Adjustment Due to a Statement of Charges Screen (fig. 6.5-1) is displayed. Use this screen to adjust the dining facility account. You can choose the Line Item Option or the Total Dollar Value Option from this screen.

[]
DATE: [10 Apr 92]	DINING FACILITY ACCOUNT	AJK-697
DF ADJUSTMENT DUE TO A STATEMENT OF CHARGES		
	SOC OPTION	OPTION DESCRIPTION
	1	BY LINE ITEM
	2	TOTAL DOLLAR VALUE
	ENTER SOC OPTION HERE: [1]	
Line Item Option	Enter Customer ID:	[YDF001]
	Enter SOC Date:	[09 Apr 92]
Total Dollar	Enter Customer ID:	[]
Value Option	Enter Type Customer Account:	[]
	Enter SOC No. :	[]
	Enter Perishable \$ Value:	[]
	Enter Semiperishable \$ Value:	[]
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>		
Enter Option Here: [] and Depress <ENTER>		

Figure 6.5-1. DF Adjustment due to a Statement of Charges Screen (AJK-697).

6.5.3.1 Line Item Option. To review a list of items for payment, select 1 and press [ENTER].

- a. Enter a customer ID code and press [ENTER].
- b. Enter a statement of charges date and press [ENTER]. The DF Adjustment Due to a Statement of Charges Screen AJK-698 (fig. 6.5-2) is displayed.

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6.5.3.2 DF Adjustment Due to a Statement of Charges Screen AJK-698. Use this screen (fig. 6.5-2) to review the statement of charges information.

a. This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and extended price. Six items can be displayed at a time. The cursor stays in the NSN/MCN field throughout processing.

DATE: 10 Apr 92		DINING FACILITY ACCOUNT				AJK-698
DF ADJUSTMENT DUE TO A STATEMENT OF CHARGES						
PERISHABLE						
SOC NUMBER: 001		SOC DATE		:09 Apr 92		
CUSTOMER ID: YDF001		NAME:		266TH QM BN		
NSN/MCN	ITEM NAME	UI	U/PRICE	QTY	EXTENDED PRICE	
8950-00-328-6727	DRSG 1000 ISLAND 1/2	HD	\$1.65	200	\$330.00	
Grand Total Extended Price					\$330.00	
ENTER OPTION HERE: and Depress <ENTER>						
Enter a 'C' to Confirm, or 'X' to Exit						

Figure 6.5-2. DF Adjustment Due to a Statement of Charges Screen (AJK-698) - Line Item Option.

- (1) Use the [ENTER] key to scroll forward and view items by line.
- (2) Use the [F3] key to page forward and the [F4] key to page back.

b. When you finish your review, press [ESC] and the grand total extended price is displayed. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

- (1) Enter C and a message is displayed: **Updating Files Now - - - Please Wait!!!!**

(a) When a statement contains one commodity group, the Repeat Processing Ring Menu is displayed. See paragraph 6.5.5 for processing instructions.

(b) When a statement contains both commodity groups, the semiperishables are displayed. Repeat steps a and b to process these items.

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(2) Enter X and the Repeat Processing Ring Menu is displayed. The statement of charges is not processed.

(3) To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.5.4 for processing instructions.

6.5.3.3 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.5-3), select 2 and press [ENTER].

[]	
DATE:	[10 Apr 92]	DINING FACILITY ACCOUNT	AJK-697
DF ADJUSTMENT DUE TO A STATEMENT OF CHARGES			
	SOC OPTION	OPTION DESCRIPTION	
	1	BY LINE ITEM	
	2	TOTAL DOLLAR VALUE	
	ENTER SOC OPTION HERE: [2]		
Line Item Option	Enter Customer ID:	[]	
	Enter SOC Date:	[]	
Total Dollar	Enter Customer ID:	[YDF006]	
Value Option	Enter Type Customer Account:	[A]	
	Enter SOC No. :	[002]	
	Enter Perishable \$ Value:	[\$100.00]	
	Enter Semiperishable \$ Value	[\$100.00]	
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>			
Enter Option Here: [] and Depress <ENTER>			
Enter 'C' to Confirm, 'X' to Exit, or 'R' to Reenter			

Figure 6.5-3. DF Adjustment Due to a Statement of Charges Screen (AJK-697) - Total Dollar Value Option.

- a. Enter a customer ID code and press [ENTER].
- b. Enter a type of customer account and press [ENTER].
- c. Enter a statement of charges number and press [ENTER].
- d. Enter the perishable dollar value and press [ENTER].

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e. Enter the semiperishable dollar value and press [ENTER]. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

f. Enter C and a message is displayed: **Updating Files Now, Please Wait!!!!** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.5.5 for processing instructions.

OR

(1) Enter R and the cursor moves back to the CUSTOMER ID field. You can correct your entries.

OR

(2) Enter X and the message: **Exiting Current Process** is displayed. Then, the Repeat Processing Ring Menu is displayed.

6.5.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.5-4) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT: RESTART A X
RESTART CURRENT PROCESS

Figure 6.5-4. Interrupt Processing Ring Menu.

a. Select RESTART, and you can re-enter statement of charges information for the same customer or enter information for a new one.

b. Select A and the Financial Accounting Command Menu is displayed.

c. Select X and the system login screen is displayed.

6.5.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.5-5) when you finish processing statement of charges adjustments. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS: Yes No
Reenter the process that was just completed?

Figure 6.5-5. Repeat Processing Ring Menu.

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- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another adjustment.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.5.6 Outputs. No reports are printed during this process.

6.6 Earnings and Expenditures Record Process. Use this process to review and print the Earnings and Expenditures Record for a single customer or all customers.

6.6.1 Processing Restrictions. None.

6.6.2 Processing Materials. None.

6.6.3 DFA Earnings and Expenditures Record Screen AJK-687. To begin the DFA Earnings and Expenditures Record process, select D from the Financial Accounting Command Menu. The Dining Facility Account Earnings and Expenditures Record Screen (fig. 6.6-1) is displayed.

- a. Use this screen to select the customer and type of account (A, F, or O) you want to review and print.

DATE: [10 Apr 92]	DINING FACILITY ACCOUNT	AJK-687
MONTHLY EARNINGS AND EXPENDITURES RECORD		
ENTER MONTH OF INQUIRY: [C]		
ENTER ``A`` FOR ALL CUSTOMERS: [A]		
OR		
ENTER CUSTOMER ID: []		
ENTER TYPE CUSTOMER ACCOUNT: [A]		
IF PRINT DESIRED, ENTER ``P``: [P]		
DEPRESS <ENTER>		
Enter a 'P' to Print ALL CUSTOMERS		

Figure 6.6-1. Dining Facility Account Earnings and Expenditures Record (AJK-687).

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b. Enter the month of your inquiry (C = current month or P = previous month) and press [ENTER].

c. To review all customers, enter A and press [ENTER].

OR

d. To review a single customer, press [ENTER] and the cursor moves to the CUSTOMER ID field. Enter a customer ID code and press [ENTER].

(1) If you enter an invalid customer ID code, an error message is displayed:
CUSTOMER ID IN ERROR - - - REENTER CUSTOMER ID.

(2) The cursor moves back to the CUSTOMER ID field so you can correct your entry.

e. Enter the type of account (A, F, or O) and press [ENTER].

f. To print the Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures Record (PCN AJK-688), enter P and press [ENTER]. The report is printed when you finish reviewing customer accounts on the Monthly Earnings and Expenditures Record Screen AJK-688.

OR

g. Press [ENTER] with no entry and the Monthly Earnings and Expenditures Record Screen is displayed. See paragraph 6.6.4 for processing instructions.

h. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.6.5 for processing instructions.

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6.6.4 Monthly Earnings and Expenditures Record Screen AJK-688. Use this screen (fig. 6.6-2) to review the transactions on one or all customer accounts. This screen displays the accounting period (ACCT PD), customer identification code (CUSTOMER ID), beginning inventory (BEGINNING INV), basic daily food allowance (BDFA), type customer account, and transactions by date (DA) and description (DES). Four transactions can be displayed at a time. The cursor is positioned in the DT field for the first transaction.

DATE: 16 Apr 93			DINING FACILITY ACCOUNT				AJK-688
MONTHLY EARNINGS AND EXPENDITURES RECORD							
ACCT PD: Jun 93			CUSTOMER ID: YDF003		BEGINNING INV:		\$1550.96
BDFA: \$4.23			TYPE CUSTOMER ACCOUNT: A				
BRKFST: \$0.85		LUNCH:	\$1.69	DIN:	\$1.69	BRH:	\$1.90 SUP: \$2.33
==	===	=====	=====	=====	=====	=====	=====
DA	DES	ALW TOD	CUM ALW	PERISH	SEMIPER	TOT ISS	CUM TOT
==	===	=====	=====	=====	=====	=====	=====
□4	HC	1825.90	6824.80	0.00	0.00	0.00	0.00
5	CMY	0.00	6824.80	290.00	0.00	290.00	290.00
5	ISS	0.00	6824.80	3369.55	1367.53	4737.08	5027.08
6	BAJ	-1440.90	5383.90	0.00	0.00	0.00	5027.08
PRESS <ENTER> TO VIEW EACH LINE ITEM ENTRY OR PRESS <ESCAPE> TO EXIT							

Figure 6.6-2. Monthly Earnings and Expenditures Record Screen (AJK-688).

a. The following acronyms are used in the DES field to describe account card transactions.

(1) BAJ - BDFA Adjustment.

NOTE: When the BDFA is changed during the current month, that adjustment is displayed with a description code of BAJ as highlighted on figure 6.6-2.

(2) BRT - B-Ration Issue.

(3) CMY - Commissary Issue.

(4) DVD - DVD Issue to the Dining Facility.

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- (5) HC - Headcount.
 - (6) HCA - Headcount Adjustment.
 - (7) HCC - Harbor Craft Credit.
 - (8) HMA - Holiday Meal Allowance Adjustment.
 - (9) HML - Holiday Meal Allowance.
 - (10) ISS - Issue to the Dining Facility.
 - (11) LRP - Long Range Patrol.
 - (12) MRE - Meal, Ready-to-Eat.
 - (13) PMK - 1/2 Pt Milk Credit.
 - (14) RIS - Issue to the Dining Facility Reversal.
 - (15) ROS - Report of Survey.
 - (16) RTN - Turn-in to TISA Reversal.
 - (17) SOC - Statement of Charges.
 - (18) TRN - Turn-in to TISA.
 - (19) TTI - Test Item Credit.
 - (20) XFR - DF to DF Transfer.
- b. You can review the ALL customer inquiry by using the following keys:
- (1) Use the [ENTER] key to scroll forward and review the account status by line.
 - (2) Use the ARROW keys to scroll forward or back.
 - (3) Use [F3] to page forward and [F4] to page back.

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c. When you finish your review, press [ESC]. The Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures (PCN AJK-688) is printed. Then, the View Next Customer Ring Menu (fig. 6.6-3) is displayed.

VIEW THE NEXT CUSTOMER:	Yes	No
View the next Customer Account?		

Figure 6.6-3. View Next Customer Ring Menu.

(1) Select Yes and the Monthly Earnings and Expenditures Screen (fig. 6.6-2) is displayed with another customer.

OR

(2) Select No and the Repeat Processing Ring Menu is displayed. See paragraph 6.6.6 for processing instructions.

d. You can review a single customer inquiry by using the following keys:

(1) Use the [ENTER] key to scroll forward to review the customer information by line.

(2) Use the ARROW keys to scroll forward or back.

(3) Use [F3] to page forward and [F4] to page back.

e. When you finish your review, press [ESC]. The Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures (PCN AJK-688) is printed. Then, the Repeat Processing Ring Menu is displayed.

6.6.5 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.6-4) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT:	RESTART	A	X
RESTART CURRENT PROCESS			

Figure 6.6-4. Interrupt Processing Ring Menu.

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- a. Select RESTART and you can re-enter information for the same customer or enter information for a new one.
- b. Select A and the Financial Accounting Command Menu is displayed.
- c. Select X and the system login screen is displayed.

6.6.6 Repeat Processing Ring Menu. Use this ring menu (fig. 6.6-5) when you finish a customer inquiry. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS: Yes No
Reenter the process that was just completed?

Figure 6.6-5. Repeat Processing Ring Menu.

- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another customer account inquiry.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.6.7 Outputs.

a. The Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures (PCN AJK-688) is printed when you enter P to print a report of customer inquiries. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of each fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

6.7 Post Headcount Data Process. Use this process to post and maintain headcount data for off-line customers **ONLY**.

NOTE: TISA DOES NOT post headcount data for on-line dining facilities. The on-line dining facilities no longer rely on the End of Day process being run to update their Earnings and Expenditure record as a result of SCP 13.01 changes to the software.

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6.7.1 Processing Restrictions. The following restrictions apply for the maintenance option (M) when you are processing a customer subsistence report. See paragraph 6.7.11 for complete processing instructions.

- a. You can use option M to correct feeding information and headcount data already on file at the TISA.
- b. You must enter the customer ID code, type of customer account (A (off-line only) or F), and headcount dates on the Section A - Subsistence Report Screen AJK-689. You CANNOT enter headcount for any on-line dining facilities. If you try to enter headcount for an on-line dining facility, the system will display a message to inform you that you cannot enter headcount for this type of customer
- c. When you finish your entries, press [ESC]. You can process the remaining sections of the subsistence report.

6.7.2 Processing Materials. Off-line customers must give TISA a signed copy of the DA Form 2970 (Subsistence Report and Field Ration Request).

6.7.3 Section A - Subsistence Report Screen AJK-689. To begin posting headcount data for a customer, select E from the Financial Accounting Command Menu. The Section A - Subsistence Report Screen (fig. 6.7-1) is displayed.

HOLIDAY MEAL FIELDS

```

[
    FOR MAINTENANCE ENTER AN 'M' - FOR INPUT DEPRESS <ENTER> HERE: [ ]
DATE:  [10 Apr 92]      DINING FACILITY ACCOUNT      AJK-689
                        SECTION A - SUBSISTENCE REPORT

ENTER THE CUSTOMER ID HERE: [YDF012]  ENTER TYPE CUSTOMER ACCOUNT HERE: [F]

    ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:
    (1) [  ] [10 Apr 92]  (2) [  ] [  ]  (3) [  ] [  ]

    AFTER ENTERING DATES DEPRESS <ESC>

    ENTER OPTION [ ] and DEPRESS <ENTER>
Enter 'C' to Confirm, 'X' to Exit, or 'R' to Restart
    
```

Figure 6.7-1. Section A - Subsistence Report Screen (AJK-689).

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a. Enter M in the HERE field at the top right of the screen to correct customer headcount information already on file.

OR

b. Press [ENTER] with no entry and the cursor moves to the CUSTOMER ID field.

c. To begin posting new headcount information:

(1) Enter a customer ID code and press [ENTER]. When you enter an invalid customer ID code, an error message is displayed.

(2) Enter the type of customer account (A for ARCS (off-line only) or F for FRIS) and press [ENTER]. The cursor moves to the HOLIDAY MEAL [] field. If it is not a holiday (Thanksgiving or Christmas), press [ENTER]. The cursor moves to the first headcount date field.

(3) To enter the headcount for a holiday meal, enter H in the HOLIDAY MEAL [] field and press [ENTER].

d. Enter the headcount date and press [ENTER]. The customer information is validated and the cursor moves to the next date field.

e. Continue entering dates until all dates have been entered or until all date fields are full and press [ESC].

f. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the first HOLIDAY MEAL [] field.

(2) To end processing, enter X. The Financial Accounting Command Menu is displayed.

(3) To confirm your entries, enter C. The headcounts are stored in the system, and the dates you enter on this screen are displayed on the next five headcount screens. Then, the Section C - Post Headcount Data Screen AJK-690 (fig. 6.7-2) is displayed.

f. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.7.9 for processing instructions.

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6.7.4 Section C - Post Headcount Data Screen AJK-690. Use this screen (fig. 6.7-2) to enter the total headcount by date and meal. The cursor is positioned in the BREAKFAST field.

DATE: [10 Apr 92]	DINING FACILITY ACCOUNT	AJK-690
CUSTOMER ID: [YDF012]	SECTION C - POST HEADCOUNT DATA	
ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL		
DATES:	[10 Apr 92]	[] []
BREAKFAST	[1000]	[] []
LUNCH	[1000]	[] []
DINNER	[1000]	[] []
BRUNCH	[0]	[] []
SUPPER	[0]	[] []
AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>		
ENTER OPTION [C] AND DEPRESS <ENTER>		
Enter 'C' to Confirm & Continue, 'U' to Update & Repeat, or 'R' to Restart		

Figure 6.7-2. Section C - Post Headcount Data Screen (AJK-690).

a. Enter the headcount by meal for each date displayed. Enter zeroes for meals without headcounts. Press [ENTER] after each entry.

NOTE: If the headcount meal is for a holiday, a headcount must be entered for the LUNCH meal.

b. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To delete entries and start over, enter R. The cursor moves back to the BREAKFAST field.

(2) To update your files, enter U. You can restart the headcount data process.

(3) To confirm your entries, enter C. The Section C - Post Headcount Data Screen AJK-691 (fig. 6.7-3) is displayed.

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6.7.5 Section C - Post Headcount Data Screen AJK-691. Use this screen (fig. 6.7-3) to enter headcounts for cash meals.

DO YOU WANT TO ENTER DATA ON THIS SCREEN ?:					Yes	No
Enter data on this screen?						
[]						
DATE:	[10 Apr 92]	DINING FACILITY ACCOUNT			AJK-691	
CUSTOMER ID:	[YDF012]	SECTION C - POST HEADCOUNT DATA				
		DATES:	[10 Apr 92]	[]	[]	
		# OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED:				
AFTER ENTERING	BREAKFAST	[]	10]	[]	[]	
HEADCOUNT DATA	LUNCH	[]	10]	[]	[]	
DEPRESS <ESC>	DINNER	[]	10]	[]	[]	
	BRUNCH	[]	0]	[]	[]	
	SUPPER	[]	0]	[]	[]	
ENTER OPTION [C] AND DEPRESS <ENTER>						
Enter 'C' to Confirm, or 'R' to Restart						

Figure 6.7-3. Section C - Post Headcount Data Screen (AJK-691).

a. The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No** is displayed at the top of the screen.

b. Select No and you can skip to the next screen.

OR

c. Select Yes and enter headcounts for cash meal payments. Press [ENTER] after each entry.

d. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the BREAKFAST field for cash meal payments.

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(2) To confirm your entries, enter C. The Section C - Post Headcount Data Screen AJK-692 is displayed.

6.7.6 Section C - Post Headcount Data Screen AJK-692. Use this screen (fig. 6.7-4) to enter headcounts for FAO action.

DO YOU WANT TO ENTER DATA ON THIS SCREEN ? : Yes No			
Enter data on this screen?			
[]
DATE: [10 Apr 92]	DINING FACILITY ACCOUNT		AJK-692
CUSTOMER ID: [YDF012]	SECTION C - POST HEADCOUNT DATA		
DATES:	[10 Apr 92]	[]	[]
# OF MEALS FOR WHICH PAYMENT WAS ACCOMPLISHED BY FAO:			
BREAKFAST	[10]	[]	[]
LUNCH	[10]	[]	[]
DINNER	[10]	[]	[]
BRUNCH	[0]	[]	[]
SUPPER	[0]	[]	[]
AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>			
ENTER OPTION [C] AND DEPRESS <ENTER>			
Enter 'C' to Confirm, or 'R' to Restart			

Figure 6.7-4. Section C -Post Headcount Data Screen (AJK-692).

a. The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No** is displayed at the top of the screen.

b. Select No and you can skip to the next screen.

OR

c. Select Yes and enter headcounts for FAO action (payroll deduction). Press [ENTER] after each entry.

d. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the BREAKFAST field.

(2) To confirm your entries, enter C. The Section D - Post Headcount Data - Common Service Feeding Screen AJK-693 (fig. 6.7-5) is displayed.

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6.7.7 Section D - Post Headcount Data - Common Service Feeding Screen AJK-693. Use this screen (fig. 6.7-5) to enter headcounts for common service feeding.

```
DO YOU WANT TO ENTER DATA ON THIS SCREEN   ? :      Yes   No
Enter data on this screen?

[
DATE:   [10 Apr 92]                      DINING FACILITY ACCOUNT                      AJK-693
CUSTOMER ID: [YDF012]      SECTION D - POST HEADCOUNT DATA - COMMON SERVICE FEEDING

SERVICE OPTION          OPTION DESCRIPTION
1          US AIR FORCE
2          US NAVY
3          US MARINE CORPS
4          ALLIED NATION MEALS
ENTER SERVICE OPTION HERE:  [1]

DATES:          [10 Apr 92]  [      ]  [      ]
AFTER ENTERING BREAKFAST  [ 10]  [  ]  [  ]
HEADCOUNT DATA LUNCH    [ 10]  [  ]  [  ]
DEPRESS <ESC> DINNER       [ 10]  [  ]  [  ]
BRUNCH         [  0]  [  ]  [  ]
SUPPER         [  0]  [  ]  [  ]

ENTER OPTION [C] AND DEPRESS <ENTER>
TO PROCESS ANOTHER SERVICE OPTION, ENTER ``A`` HERE:  [  ]
Enter 'C' to Confirm, or 'R' to Restart
```

Figure 6.7-5. Section D - Post Headcount Data - Common Service Feeding Screen (AJK-693).

- a. The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No** is displayed at the top of the screen.

b. Select No and you can skip to the next screen.

OR

- c. Select Yes and enter headcounts for common service feeding.
 - (1) Enter a service option from the screen display and the cursor moves to the BREAKFAST field.
 - (2) Enter headcounts for the dates displayed. Press [ENTER] after each entry.

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d. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the ENTER SERVICE OPTION HERE field.

(2) To confirm your entries, enter C. The cursor moves to the HERE field.

(3) To process another service option, enter A in this field or press [ENTER] to display the next screen.

(a) When you enter A, the cursor moves back to the ENTER SERVICE OPTION HERE field. Repeat steps c and d to process the next service option.

(b) When you press [ENTER], the Section E - Meals Served Requiring Reimbursement Screen AJK-694 is displayed.

6.7.8 Section E - Meals Served Requiring Reimbursement Screen AJK-694. Use this screen (fig. 6.7-6) to enter headcounts for meals served requiring reimbursement.

```

DO YOU WANT TO ENTER DATA ON THIS SCREEN   ? :Yes  No
Enter data on this screen?
[
DATE:  [10 Apr 92]                DINING FACILITY ACCOUNT                AJK-694
CUSTOMER ID:  [YDF012]            SECTION E - MEALS SERVED REQUIRING REIMBURSEMENT
REIMBURSE OPTION  OPTION DESCRIPTION                REIMBURSE OPTION  OPTION DESCRIPTION
      1           US ARMY RESERVE                      6           US MC RESERVE
      2           US ARMY NATIONAL GUARD                7           AIR NATIONAL GUARD
      3           US ARMY ROTC-SENIOR                   8           MILITARY ASST PROGM
      4           US AIR FORCE RESERVE                   9           OTHER
      5           US NAVY RESERVE
      ENTER MEALS SERVED/REIMBURSEMENT OPTION HERE:  [1]

      DATES:      [10 Apr 90]                [      ]                [      ]
AFTER ENTERING   BREAKFAST  [  500]                [      ]                [      ]
HEADCOUNT DATA LUNCH      [  500]                [      ]                [      ]
      DEPRESS <ESC> DINNER    [  500]                [      ]                [      ]
      BRUNCH       [    0]                [      ]                [      ]
      SUPPER        [    0]                [      ]                [      ]

      ENTER OPTION  [C]    AND DEPRESS <ENTER>
      TO PROCESS ANOTHER REIMBURSE OPTION, ENTER ``A`` HERE:  [ ]
Enter  'C'  to Confirm, or  'R'  to Restart

```

Figure 6.7-6. Section E - Meals Served Requiring Reimbursement Screen (AJK-694).

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a. The message: **DO YOU WANT TO ENTER DATA ON THIS SCREEN?: Yes No** is displayed at the top of the screen.

b. Select No and a message is displayed: **UPDATING FILES, PLEASE WAIT!!!** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.7.10 for processing instructions.

OR

c. Select Yes and enter headcounts for meals requiring reimbursement.

(1) Enter a reimbursement option from the screen display and the cursor moves to the BREAKFAST field.

(2) Enter headcounts for the dates displayed. Press [ENTER] after each entry.

d. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the REIMBURSEMENT OPTION HERE field.

(2) To confirm your entries, enter C. The cursor moves to the HERE field.

(3) To process another reimbursement option, enter A in this field or press [ENTER] to continue processing.

(a) When you enter A, the cursor moves back to the REIMBURSEMENT OPTION HERE field. Repeat steps c and d to process the next option.

(b) When you press [ENTER], a message is displayed: **UPDATING FILES, PLEASE WAIT !!!** Then, the Repeat Processing Ring Menu is displayed.

6.7.9 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.7-7) to restart this process, continue processing, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT?:	A	B	R	X
Restart the Process Just Completed?				

Figure 6.7-7. Interrupt Processing Ring Menu.

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- a. Select A and you can re-enter headcount information for the same customer or enter information for a new one.
- b. Select B and you can continue processing on the same screen.
- c. Select R and the Financial Accounting Command Menu is displayed.
- d. Select X and the system login screen is displayed.

6.7.10 Repeat Processing Ring Menu. Use this ring menu (fig. 6.7-8) when you finish posting headcount data. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE DATA PROCESS??: YES NO
Reenter the process that was just completed?

Figure 6.7-8. Repeat Processing Ring Menu

- a. REPEAT THE DATA PROCESS?: YES NO is displayed at the top of the screen.
- b. Select Yes and you can post headcount data for another customer.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.7.11 Headcount Maintenance Procedures. Use these procedures to correct headcounts for off-line customers ONLY. Reversing duplicate headcounts is a two-part procedure and must be done separately from regular headcount adjustments. See paragraph 6.7.12 for processing instructions.

- a. Off-line dining facilities must give you a copy of the Headcount Record (DA Form 3033). The customer must give you a report for each date and meal requiring an adjustment. For example, if the original headcount total is 348 and the corrected headcount total is 358, the entry for TOTAL HEADCOUNT on PCN AJK-A01 should be 348 (358 = +10). You would enter 10 on the Section C - Post Headcount Data Screen AJK-690 for the meal being corrected. See figure 6.7-9 for an example of a corrected system report.

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b. The customer must get approval from their respective food advisor before asking TISA personnel to adjust headcounts.

DATE: 08 Oct 97		HEADCOUNT/CASH COLLECTED REPORT		PCN AJK-A01
ACT CODE: YDF001				
MEAL DATE: 10/01/1997		MEAL TYPE: DIN		
SIK HC	215	PAYROLL DEDUCTION		0
BAS SMR (16 = -4)	20	CASH COLLECTED		\$55.00
BAS DMR	3	CASH COLLECTED		\$6.55
		US ARMY ROTC		0
ACTIVE US AIR FORCE(27 = +5)	22	US NAVY RESERVES		0
ACTIVE US NAVY	0	AIR NATIONAL GUARD		0
ACTIVE US MARINES	0	OTHERS		0
ARNG (61 = +2)	59	FAO ACTION (4 = +4)		0
USAR (35 = +3)	32			
US ARMY (MAP)	0	TOTAL HEADCOUNT (358 = +10)		348
END PAGE 1				

Figure 6.7-9. Corrected Headcount/Cash Collected Report (PCN AJK-A01).

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6.7.11.1 Maintenance Option for Section A - Subsistence Report Screen AJK-689. Use the following procedures to correct headcounts already on file at the TISA. To adjust headcount data, select F from the Financial Accounting Command Menu. The Section A - Subsistence Report Screen (fig. 6.7-10) is displayed. The cursor is positioned in the MAINTENANCE HERE [] field.

HOLIDAY MEAL FIELDS
MAINTENANCE HERE FIELD

FOR MAINTENANCE ENTER AN 'M' - FOR INPUT DEPRESS <ENTER> HERE: [M]

DATE: [08 Oct 92] DINING FACILITY ACCOUNT AJK-689

SECTION A - SUBSISTENCE REPORT

ENTER THE CUSTOMER ID HERE: [YDF001] ENTER TYPE CUSTOMER ACCOUNT HERE: [F]

ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:

(1) [] [01 Oct 92] (2) [] [] (3) [] []

AFTER ENTERING DATES PRESS <ESC>

ENTER OPTION [C] and DEPRESS <ENTER>

Enter 'C' to Confirm, 'X' to Exit, or 'R' to Restart

Figure 6.7-10. Section A - Subsistence Report Screen (AJK-689) - Maintenance Option.

- a. Enter M in the MAINTENANCE HERE [] field and press [ENTER]. The cursor moves to the CUSTOMER ID field.
 - b. Enter the customer ID code and press [ENTER]. The cursor moves to the CUSTOMER ACCOUNT field.
 - c. Enter the type of customer account (A (off-line only) or F) and press [ENTER]. The cursor moves to the HOLIDAY MEAL [] field.
- (1) If you are correcting headcounts for Thanksgiving or Christmas, enter H in this field. Otherwise, press [ENTER] to skip it. The cursor moves to the first headcount date field.
 - (2) Enter the meal date from PCN AJK-A01 and press [ENTER]. The customer information is validated and the cursor moves to the next holiday field.

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(3) Repeat steps (1) and (2) to adjust headcounts for other dates.

d. When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the first HOLIDAY MEAL [] field.

(2) To end processing, enter X. The Financial Accounting Command Menu is displayed. The files are not updated.

(3) To confirm your entries, enter C. The Section C - Post Headcount Data Screen AJK-690 is displayed.

6.7.11.2 Maintenance Option for Section C - Post Headcount Data. Use the following procedures to adjust headcounts on this screen (fig. 6.7-11). The cursor is positioned in the BREAKFAST field.

DATE: [08 Oct 92]	DINING FACILITY ACCOUNT			AJK-690
CUSTOMER ID: [YDF001]	SECTION C - POST HEADCOUNT DATA			
ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL				
DATES:	[01 Oct 92]	[]	[]	
BREAKFAST	[0]	[]	[]	
LUNCH	[0]	[]	[]	
DINNER	[10]	[]	[]	
BRUNCH	[0]	[]	[]	
SUPPER	[0]	[]	[]	
AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>				
ENTER OPTION [C] AND DEPRESS <ENTER>				
Enter 'C' to Confirm & Continue, 'U' to Update & Repeat, or 'R' to Restart				

Figure 6.7-11. Section C - Post Headcount Data Screen (AJK-690) - Headcount Adjustments.

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a. Use PCN AJK-A01 to complete the entries for adjusted headcounts:

(1) Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry. For example, if the original headcount for dinner is 348 and the corrected headcount is 358, enter 0 in the BREAKFAST field and press [ENTER].

(2) Enter 0 in the LUNCH field and press [ENTER].

(3) Enter 10 in the DINNER field and press [ENTER]. The 348 is already on file and by entering 10, the corrected total on file becomes 358.

(4) When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

b. To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-691 is displayed.

6.7.11.3 Maintenance Option for Section C - Post Headcount Data Screen AJK-691. Use the following procedures to adjust headcounts on this screen (fig. 6.7-12). The cursor is positioned in the BREAKFAST field for cash meal payments.

[]			
DATE: [08 Oct 92]		DINING FACILITY ACCOUNT				AJK-691	
CUSTOMER ID: [YDF001]		SECTION C - POST HEADCOUNT DATA					
		DATES: [01 Oct 92]		[]	[]		
# OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED:							
AFTER ENTERING	BREAKFAST	[0]	[]	[]			
HEADCOUNT DATA	LUNCH	[0]	[]	[]			
DEPRESS <ESC>	DINNER	[-4]	[]	[]			
	BRUNCH	[0]	[]	[]			
	SUPPER	[0]	[]	[]			
ENTER OPTION [C] AND DEPRESS <ENTER>							
Enter 'C' to Confirm, or 'R' to Restart							

Figure 6.7-12. Section C - Post Headcount Data Screen (AJK-691) - Headcount Adjustments.

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- a. Use PCN AJK-A01 to complete the entries for adjusted headcounts:
 - (1) Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry. For example, if the original cash meal total for dinner is 20 and the corrected total is 16, enter 0 in the BREAKFAST field and press [ENTER].
 - (2) Enter 0 in the LUNCH field and press [ENTER].
 - (3) Enter -4 in the DINNER field and press [ENTER]. The 20 is already on file and by entering -4, the corrected total on file becomes 16.
 - (4) When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.
- b. To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-692 is displayed.
- c. Repeat these procedures to correct the remaining headcounts. You must complete and confirm all the headcount screens to update the files.
- d. When you complete this process, the Repeat Processing Ring Menu is displayed. See paragraph 6.7.10 for processing instructions.
- e. After you adjust headcounts, use the DFA Inquiry/Print DA Form 3980-R Process (para 6.6) to review the customer's account. An entry for headcount adjustment appears for the meal date you use.

6.7.12 Reversing Duplicate Headcounts Using the Maintenance Option. Use these procedures to reverse duplicate headcounts for data already on file at the TISA. Reversing duplicate headcounts is a two-part procedure.

- a. Off-line dining facilities must give you a copy of the Headcount Record (DA Form 3033). The customer must give you a report for each date and meal requiring an adjustment. For example, if the original headcount total is 784 and the corrected headcount total is 392, the entry for TOTAL HEADCOUNT on PCN AJK-A01 should be 784 (392 = -392). Because of a program problem, you must zero out the original headcount and update the file before you can reverse duplicates for the remaining headcount categories. You would enter -784 on the Section C - Post Headcount Data Screen AJK-690 to bring the total headcount value on file to 0.
- b. The customer must get approval from their respective food advisor before asking the TISA personnel to adjust headcounts.

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6.7.12.1 Reverse Duplicate Headcounts for Section A - Subsistence Report Screen AJK-689 (Part 1). Use the following procedures to reverse duplicate headcounts already on file at the TISA. To reverse headcount data, select F from the Financial Accounting Command Menu. The Section A - Subsistence Report Screen (fig. 6.7-13) is displayed. The cursor is positioned in the MAINTENANCE HERE [] field.

HOLIDAY MEAL FIELDS MAINTENANCE HERE FIELD

FOR MAINTENANCE ENTER AN 'M' - FOR INPUT DEPRESS <ENTER> HERE: [M]

DATE: [09 Oct 92] DINING FACILITY ACCOUNT AJK-689
SECTION A - SUBSISTENCE REPORT

ENTER THE CUSTOMER ID HERE: [YDF012] ENTER TYPE CUSTOMER ACCOUNT HERE: [F]

ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:

(1) [] [02 Oct 92] (2) [] [] (3) [] []

AFTER ENTERING DATES DEPRESS <ESC>

ENTER OPTION [C] and DEPRESS <ENTER>

Enter 'C' to Confirm, 'X' to Exit, or 'R' to Restart

Figure 6.7-13. Section A - Subsistence Report Screen (AJK-689) - Reverse Duplicate Headcounts (Part 1).

- a. Enter M in the MAINTENANCE HERE [] field and press [ENTER]. The cursor moves to the CUSTOMER ID field.
 - b. Enter the customer ID code and press [ENTER]. The cursor moves to the CUSTOMER ACCOUNT field.
 - c. Enter the type of customer account (A or F) and press [ENTER]. The cursor moves to the HOLIDAY MEAL [] field.
- (1) If you are correcting headcounts for Thanksgiving or Christmas, enter H in this field. Otherwise, press [ENTER] to skip it. The cursor moves to the first headcount date field.
 - (2) Enter the meal date from PCN AJK-A01 and press [ENTER]. The customer information is validated and the cursor moves to the next holiday field field.

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(4) Repeat steps (1) and (2) to reverse headcounts for other dates.

d. When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION field. Select one of the following options and press [ENTER]:

(1) To correct your entries, enter R. The cursor moves back to the first HOLIDAY MEAL [] field.

(2) To end processing, enter X. The Financial Accounting Command Menu is displayed. The files are not updated.

(3) To confirm your entries, enter C. The Section C - Post Headcount Data Screen AJK-690 is displayed.

6.7.12.2 Reverse Duplicate Headcounts for Section C - Post Headcount Data Screen AJK-690 (Part 1). Use the following procedures to reverse duplicate headcounts on this screen (fig. 6.7-14). The cursors positioned in the BREAKFAST field.

DATE: [09 Oct 92]	DINING FACILITY ACCOUNT			AJK-690
CUSTOMER ID: [YDF012]	SECTION C - POST HEADCOUNT DATA			
ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL				
DATES:	[02 Oct 92]	[]	[]	
BREAKFAST	[0]	[]	[]	
LUNCH	[0]	[]	[]	
DINNER	[-748]	[]	[]	
BRUNCH	[0]	[]	[]	
SUPPER	[0]	[]	[]	
AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>				
ENTER OPTION [] AND DEPRESS <ENTER>				
Enter 'C' to Confirm & Continue, 'U' to Update & Repeat, or 'R' to Restart				

Figure 6.7-14. Section C - Post Headcount Data Screen (AJK-690) - Reverse Duplicate Headcounts (Part 1).

a. Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry.

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(1) For example, if the original headcount for dinner is 784 and the corrected headcount is 392, enter 0 in the BREAKFAST field and press [ENTER].

(2) Enter 0 in the LUNCH field and press [ENTER].

NOTE: Because of a program problem, you must zero out the original headcount and update the file before you can reverse duplicates for the remaining headcount categories.

(3) Enter -784 in the DINNER field and press [ENTER]. The 784 is already on file and by entering -784, the corrected total on file becomes 0.

(4) When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

b. To confirm your entries and update the file, enter U and press [ENTER]. This step completes the first part of the procedure. The Repeat Processing Ring Menu (fig. 6.7-15) is displayed.

REPEAT THE PROCESS: **Yes** No
Reenter the process that was just completed?

Figure 6.7-15. Repeat Processing Ring Menu.

c. Select Yes to begin the second part of the procedure. The Section A - Subsistence Report Screen is displayed.

6.7.12.3 Reverse Duplicate Headcounts for Section A - Subsistence Report Screen AJK-689 (Part 2).

a. Repeat steps a thru c in paragraph 6.7.12.1 using the same customer ID code, account type, and meal date.

b. When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

c. Enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-690 is displayed.

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6.7.12.4 Reverse Duplicate Headcounts for Section C - Post Headcount Data Screen AJK-690 (Part 2). Use the following procedures to correct duplicate headcounts on this screen (fig. 6.7-16). The cursor is positioned in the BREAKFAST field.

DATE: [09 Oct 92]		DINING FACILITY ACCOUNT		AJK-690	
CUSTOMER ID: [YDF012]		SECTION C - POST HEADCOUNT DATA			
ENTER THE TOTAL NUMBER SUBSISTED BY DATE AND MEAL					
DATES:	[02 Oct 92]	[]	[]	[]	
BREAKFAST	[0]	[]	[]	[]	
LUNCH	[0]	[]	[]	[]	
DINNER	[392]	[]	[]	[]	
BRUNCH	[0]	[]	[]	[]	
SUPPER	[0]	[]	[]	[]	
AFTER ENTERING HEADCOUNT DATA DEPRESS <ESC>					
ENTER OPTION [C] AND DEPRESS <ENTER>					
Enter 'C' to Confirm & Continue, 'U' to Update & Repeat, or 'R' to Restart					

Figure 6.7-16. Section C - Post Headcount Data Screen (AJK-690) - Reverse Duplicate Headcounts (Part 2).

a. Use PCN AJK-A01 to complete the entries for reversing duplicate headcounts:

(1) Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry. In the example for part 1 of this procedure, you reversed the total headcount for dinner and the value on file is 0. In part 2, you enter the correct total headcount for that meal. For example, enter 0 in the BREAKFAST field and press [ENTER].

(2) Enter 0 in the LUNCH field and press [ENTER].

(3) Enter 392 in the DINNER field and press [ENTER]. The value on file is 0 and by entering 392, the corrected total on file becomes 392. Now, you can remove the remaining duplicates for the other headcount categories on file.

(4) When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

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b. To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-691 is displayed.

6.7.12.5 Reverse Duplicate Headcounts for Section C - Post Headcount Data Screen AJK-691 (Part 2). Use the following procedures to reverse duplicate headcounts on this screen (fig. 6.7-17). The cursor is positioned in the BREAKFAST field for cash meal payments.

[]
DATE: [09 Oct 92]		DINING FACILITY ACCOUNT			AJK-691
CUSTOMER ID: [YDF012]		SECTION C - POST HEADCOUNT DATA			
		DATES:	[02 Oct 92]	[]	[]
# OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED:					
AFTER ENTERING	BREAKFAST	[0]	[]	[]	[]
HEADCOUNT DATA	LUNCH	[0]	[]	[]	[]
DEPRESS <ESC>	DINNER	[-20]	[]	[]	[]
	BRUNCH	[0]	[]	[]	[]
	SUPPER	[0]	[]	[]	[]
ENTER OPTION [C] AND DEPRESS <ENTER>					
Enter 'C' to Confirm, or 'R' to Restart					

Figure 6.7-17. Section C - Post Headcount Data Screen (AJK-691) - Reverse Duplicate Headcounts (Part 2).

a. Use PCN AJK-A01 to complete the entries for reversing duplicate headcounts:

(1) Enter the headcount correction or 0 for no adjustment in each field. Press [ENTER] after each entry. For example, if the original cash meal total for dinner is 40 and the corrected total is 20, enter 0 in the BREAKFAST field and press [ENTER].

(2) Enter 0 in the LUNCH field and press [ENTER].

(3) Enter -20 in the DINNER field and press [ENTER]. The 40 is already on file and by entering -20, the corrected total on file becomes 20.

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(5) When you finish your entries, press [ESC] or [ENTER]. The cursor moves to the ENTER OPTION field.

b. To confirm your entries, enter C and press [ENTER]. The Section C - Post Headcount Data Screen AJK-692 is displayed.

c. Repeat these procedures to correct the remaining headcounts. You must complete and confirm all the headcount screens to update the files.

d. When you complete this process, the Repeat Processing Ring Menu is displayed. See paragraph 6.7.10 for processing instructions.

e. After you reverse duplicate headcounts, use the DFA Inquiry/Print DA Form 3980-R Process (para 6.6) to review the customer's account. Two entries for headcount adjustment appear for the meal date you use.

6.7.13 Outputs. No reports are printed during this process. To print the Food Cost and Feeding Strength Summary Report (PCN AJK-6H1), see paragraph 8.8.

6.8 Excess Cost Adjustments Process. Use this process to credit dining facility accounts for excess cost items.

6.8.1 Processing Restrictions. None.

6.8.2 Processing Materials. For more information, use the following materials:

a. The memorandum provided by the U.S. Army Quartermaster School through the MACOM and installation, directing a field test for new subsistence items.

b. Excess cost worksheets for half-pint milk.

c. Excess cost worksheets for B-Rations.

6.8.3 Excess Costs Screen AJK-699. To process excess cost adjustments, select N from the Financial Accounting Command Menu. The next screen of the Financial Accounting Command Menu (fig. 6.10-1) is displayed. Select I from this menu and the Excess Costs Screen (fig. 6.8-1) is displayed.

a. This screen displays data entry fields for the customer ID code, type of account, test items, 1/2 pint milk, and B-Ration excess cost dollar values. The cursor is positioned in the CUSTOMER ID field.

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DATE: [10 Apr 92]		DINING FACILITY ACCOUNT		AJK-699
		EXCESS COSTS		
CUSTOMER ID	TYPE CUST ACCOUNT	DIRECTED TEST ITEM	1/2 PINT MILK	B-RATIONS
[YDF010]	[A]	[150.00]	[50.00]	[]
[YDF011]	[A]	[150.00]	[50.00]	[125.00]
[YDF012]	[A]	[200.00]	[50.00]	[250.00]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

WHEN DATA ENTRY COMPLETED Depress <ESC>
 ENTER OPTION HERE: [C] and Depress <ENTER>

Enter 'C' TO CONFIRM, 'X' TO EXIT OR 'R' TO RE-ENTER

Figure 6.8-1. Excess Costs Screen (AJK-699).

- b. Enter a customer ID code and press [ENTER].
- c. Enter the type of customer account (A or F) and press [ENTER].
- d. Enter the excess cost for test items and press [ENTER]. To skip this field, press [ENTER] with no entry.
- e. Enter the cost for 1/2 pint milk and press [ENTER], or press [ENTER] with no entry.
- f. Enter the cost for B-Rations and press [ENTER], or press [ENTER] with no entry.
- g. Repeat steps b thru f to add more data.
- h. When you finish your entries, press [ESC]. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:
 - (1) Enter C and a message is displayed: **UPDATING FILES - - PLEASE WAIT.** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.8.5 for processing instructions.
 - (2) Enter R and you can correct your entries. The cursor moves back to the CUSTOMER ID field.
 - (3) Enter X and the Repeat Processing Ring Menu is displayed.
- i. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed.

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6.8.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.8-2) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT:	RESTART	A	X
RESTART CURRENT PROCESS			

Figure 6.8-2. Interrupt Processing Ring Menu.

- a. Select RESTART, and you can re-enter excess cost dollar amounts for the same customer(s) or enter dollar amounts for new one(s).
- b. Select A and the Financial Accounting Command Menu is displayed.
- c. Select X and the system login screen is displayed.

6.8.5 Repeat Processing Ring Menu. Use this ring menu (fig. 6.8-3) when you finish processing excess cost adjustments. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS?:	Yes	No
Re-Enter The Process That Was Just Completed?		

Figure 6.8-3. Repeat Processing Ring Menu.

- a. REPEAT THE PROCESS?: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another excess cost adjustment.

OR

- c. Select No and a message is displayed: **END OF PROGRAM - EXITING!** Then, the Financial Accounting Command Menu is displayed.

6.8.6 Outputs. No reports are printed during this process.

6.9 Reduced Price Commissary Items Process. Use this process to adjust customer accounts for subsistence received from the commissary at reduced prices.

6.9.1 Processing Restrictions. Dining facilities only receive reduced price commissary items when recommended by the Military Veterinary Service (MVS) to prevent a total loss to the government.

6.9.2 Processing Materials. Commissary officers must use DA Form 3161 (Request for Issue or Turn-in) to transfer the reduced price items to dining facilities. A signed copy must be given to TISA for processing.

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6.9.3 Adjustment for Reduced Price Commissary Items Screen AJK-805. To process adjustments for reduced price commissary items, select N from the Financial Accounting Command Menu. The next screen of the Financial Accounting Command Menu (fig. 6.10-1) is displayed. Select J from this menu and the Adjustment for Reduced Price Commissary Items Screen (fig. 6.9-1) is displayed. The cursor is positioned in the DOC NO field.

[]
DATE: [10 Apr 92]		DINING FACILITY ACCOUNT			AJK-805	
ADJUSTMENT FOR REDUCED PRICE COMMISSARY ITEMS						
DOC NO: [0001]						
CUSTOMER ID	TYPE ACCT	CUSTOMER ID	TYPE ACCT	CUSTOMER ID	TYPE ACCT	
[YDW001]	[A]	[YDW002]	[A]	[YDW003]	[A]	
[YDW004]	[A]	[YDW005]	[A]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	
[]	[]	[]	[]	[]	[]	

WHEN ALL CUSTOMER ID(S) HAVE BEEN ENTERED, DEPRESS <ESC>

ENTER TYPE OF ACCOUNT (A = ARCS / F = FRIS)

Figure 6.9-1. Adjustment for Reduced Price Commissary Items Screen (AJK-805).

- a. Enter the transfer document number from the DA Form 3161 and press [ENTER]. The cursor is positioned in the CUSTOMER ID field.
- b. Enter a customer ID code and press [ENTER].
- c. Enter the type customer account (A or F) and the cursor moves to the next CUSTOMER ID field.
- d. Repeat steps b and c to add more customers.
- e. When you finish your entries, press [ESC]. The Adjustment for Reduced Price Commissary Items Screen AJK-806 is displayed.

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6.9.4 Adjustment for Reduced Price Commissary Items Screen AJK-806. Use this screen (fig. 6.9-2) to record the perishable and semiperishable dollar amounts for each customer receiving reduced price items. The cursor is positioned in the TOTAL \square PERISH field.

[
DATE: [10 Apr 92]		DINING FACILITY ACCOUNT		AJK-806
DOC NO: [0001]		ADJUSTMENT FOR REDUCED PRICE COMMISSARY ITEMS		
CUSTOMER ID	TYPE ACCT	TOTAL \$ PERISH	TOTAL \$ SEMI-PERISH	TOTAL \$ AMOUNT
-----	-----	-----	-----	-----
[YDW001]	[A]	[\$150.00]	[\$150.00]	[\$300.00]
[YDW002]	[A]	[\$1575.00]	[\$1500.00]	[\$3075.00]
[YDW003]	[A]	[\$250.00]	[\$250.00]	[\$500.00]
[YDW004]	[A]	[\$300.00]	[\$300.00]	[\$600.00]
[YDW005]	[A]	[\$450.00]	[\$365.97]	[\$815.97]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

GRAND TOTAL	\$ VALUE:	>-->[\$2725.00]	[\$2565.97]	[\$5290.97]
WHEN DATA ENTRY COMPLETED -- DEPRESS <ESC> ENTER OPTION HERE: [] AND DEPRESS <ENTER> ENTER A 'C' TO CONFIRM, 'R' TO REENTER OR 'X' TO EXIT				

Figure 6.9-2. Adjustment for Reduced Price Commissary Items Screen (AJK-806).

- a. Enter the total dollar amount for perishable items and press [ENTER].
- b. Enter the total dollar amount for semiperishable items and press [ENTER]. The combined total dollar amount is displayed.
- c. Repeat steps a and b for each customer displayed.
- d. When you finish your entries, press [ESC] and the grand total dollar value is displayed. Then, the cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:
 - (1) Enter R and the cursor moves back to the TOTAL \square PERISH field. You can correct your entries.
 - (2) Enter X and the Financial Accounting Command Menu is displayed.
 - (3) Enter C and a message is displayed: **UPDATE FILES - - - PLEASE WAIT.** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.9.6 for processing instructions.
- e. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed.

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6.9.5 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.9-3) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT:	RESTART	A	X
RESTART CURRENT PROCESS			

Figure 6.9-3. Interrupt Processing Ring Menu.

- Select RESTART, and you can re-enter information on reduced price items for the same customer(s) or enter information for new one(s).
- Select A and the Financial Accounting Command Menu is displayed.
- Select X and the system login screen is displayed.

6.9.6 Repeat Processing Ring Menu. Use this ring menu (fig. 6.9-4) when you finish processing commissary reduced price items. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS:	Yes	No
Reenter the process that was just completed?		

Figure 6.9-4. Repeat Processing Ring Menu

- REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- Select Yes and you can process more reduced price items.

OR

- Select No and the Financial Accounting Command Menu is displayed.

6.10 Voucher Register and General Control (VRGC) Subfunction.

a. Use this subfunction to assign voucher numbers, add entries to the VRGC, flag entries as void, inquire against VRGC entries, and close the VRGC. You can also use it to reconcile the TISA's monetary transactions with those kept by the Finance and Accounting Officer (FAO). This subfunction contains six processes and two exit options:

- (1) Adjustment Vouchers (VRGC) (para 6.11).
- (2) VRGC Inquiry (VRGC) (para 6.12).
- (3) VRGC Closing (VRGC) (para 6.13).
- (4) TISA Adjustment Due to a Report of Survey (VRGC) (para 6.14).
- (5) TISA Adjustment Due to a Statement of Charges (VRGC) (para 6.15).
- (6) STARFIARS Adjustment (para 6.16).

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NOTE: The VRGC Closing process takes place five to ten working days after the end of the month postings.

b. The Financial Accounting Command Menu Screen (fig. 6.10-1) displays the remaining Financial Accounting processes. Options I and J are the Dining Facility Account processes discussed in paragraphs 6.8 and 6.9. Use K thru S to process VRGC account information and STARFIARS adjustments. Use P to return to the previous Financial Accounting Command Menu (fig. 6.1-2). Use R to return to the TISA Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen

Financial Accounting Command Options: I J K L M O Q S P R X			
Excess Cost Adjustment			
DATE: 10 APR 92		FINANCIAL ACCOUNTING COMMAND MENU	
AJK-823			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
I -	EXCESS COST ADJUSTMENTS	Q -	TISA ADJUSTMENT DUE TO A SOC (VRGC)
J -	REDUCED PRICE COMMISSARY ITEMS	S -	STARFIARS ADJUSTMENT
K -	ADJUSTMENT VOUCHERS (VRGC)	P -	RETURN TO PREVIOUS FINANCIAL ACCOUNTING COMMAND MENU
L -	VRGC INQUIRY (VRGC)	R -	RETURN TO TISA COMMAND MENU
M -	VRGC CLOSING (VRGC)	X -	EXIT FROM TISA PROCESSING
O -	TISA ADJUSTMENT DUE TO A ROS (VRGC)		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.		OPTION CODE:	

Figure 6.10-1. Financial Accounting Command Menu Screen (AJK-823).

6.11 Adjustment Vouchers (VRGC) Process. Use this process to add a voucher to the VRGC file or adjust a voucher from the previous month.

6.11.1 Processing Restrictions. None.

6.11.2 Processing Materials. For more information, use the following materials:

- a. VRGC Form 3295-R Report (PCN AJK-2L1) from previous month (if applicable).
- b. Adjustment Voucher DA Form 3295-1-R Report (PCN AJK-2I1).
- c. VRGC Record For Harborcraft Issues Report (PCN AJK-XD1).

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6.11.3 VRGC Adjustment Vouchers Screen AJK-789. To begin adjusting vouchers, select K from the Financial Accounting Command Menu. The VRGC Adjustment Vouchers Screen (fig. 6.11-1) is displayed. The cursor is positioned in the VOUCHER TO BE ADJUSTED: (MONTH) field.

DATE: [10 Apr 92]	VOUCHER REGISTER GENERAL CONTROL ADJUSTMENT VOUCHERS	AJK-789
 VRGC NUMBER ASSIGNED TO THIS ADJUSTMENT VOUCHER IS [7]		
VOUCHER TO BE ADJUSTED: (MONTH) [APR] (VRGC NO#) [6]		
PERISHABILITY CODE:>----->> [P]		
 AMOUNT OF INCORRECT ENTRY:-->[\$6371.95]		
SHOULD HAVE BEEN: ----->[\$6471.95]		
 ADJUSTMENT DEBIT: [\$100.00]		
TO BE MADE CREDIT: []		
 ENTER OPTION HERE: [C] AND DEPRESS <ENTER>		
 Enter 'C' TO CONFIRM OR 'X' TO EXIT		

Figure 6.11-1. VRGC Adjustment Vouchers Screen (AJK-789).

a. Enter the month for the voucher you are adjusting and press [ENTER]. Enter the VRGC number and press [ENTER]. The perishability code and amount of the incorrect entry are displayed.

b. Enter the correct dollar amount and press [ENTER]. The amount of debit or credit adjustment to be made is displayed. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:

(1) Enter X and a message is displayed: **No Adjustment Was Made! Exiting Current Input Session !** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.11.5 for processing instructions.

(2) Enter C and the following messages are displayed: **VRGC File Has Been Updated ! IUF VRGC No. # Has Been Updated!** then, **VRGC Adjustment Voucher (DA FORM 3295-1-R) Being Generated!** Then, the Repeat Processing Ring Menu is displayed.

c. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.11.4 for processing instructions.

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6.11.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.11-2) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT: RESTART A EXIT
RESTART CURRENT PROCESS

Figure 6.11-2. Interrupt Processing Ring Menu.

- a. Select RESTART and you can re-enter information for the same voucher number or enter information for a new one.
- b. Select A and the Financial Accounting Command Menu is displayed.
- c. Select EXIT and the system login screen is displayed.

6.11.5 Repeat Processing Ring Menu. This ring menu (fig. 6.11-3) is displayed when you finish processing adjustment vouchers. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS?: Yes No
Reenter the process that was just completed?

Figure 6.11-3. Repeat Processing Ring Menu.

- a. REPEAT THE PROCESS?: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another VRGC adjustment.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.11.6 Outputs.

- a. The Adjustment Voucher Report DA Form 3295-1-R Report (PCN AJK-211) is printed when you complete this process. See appendix C for an example of this report.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

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COFF: 30 Sep 01

DEST: Oct 03

6.12 VRGC Inquiries Process. Use this process to review transactions on the Voucher Register General Control File (VRGC).

6.12.1 Processing Restrictions. None.

6.12.2 Processing Materials. Use a previous copy of the VRGC Form 3295-R Report (PCN AJK-2L1) for specific voucher numbers and other necessary data.

6.12.3 VRGC Inquiries - Voucher Number Option Screen AJK-792. To query the VRGC file, select L from the Financial Accounting Command Menu. The VRGC Inquiries - Voucher Number Option Screen (fig. 6.12-1) is displayed. You can only run one type of inquiry at a time.

[]	
DATE: [15 Apr 92]	VOUCHER REGISTER GENERAL CONTROL	AJK-792	
VRGC INQUIRIES			
MONTH OF INQUIRY: [P]			
VOUCHER NUMBER INQUIRY:	ENTER VOUCHER NUMBER:[5]		
IAMA - PER/SEMIPER INQUIRY:	ENTER	" I "	HERE:[]
VOUCHER RANGE INQUIRY:	ENTER BEGINNING VOUCHER NUMBER: []		
	ENTER ENDING VOUCHER NUMBER: []		
BALANCE LINE INQUIRY:	ENTER	"B"	HERE: []
ALL ENTRIES INQUIRY:	ENTER	"A"	HERE: []
IF PRINT DESIRED :	ENTER	"P"	HERE: []
(PRINTS ALL WITH BALANCE LINE)			
ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>			
Enter the Voucher Number !			

Figure 6.12-1. VRGC Inquiries - Voucher Number Option Screen (AJK-792).

6.12.3.1 VRGC Inquiries - Voucher Number Inquiry. Select this option to query by voucher number. You can query either the current or previous month.

a. Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.

b. Enter a voucher number and press [ESC]. The VRGC Inquiries Screen AJK-794 (fig. 6.12-2) is displayed.

c. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is

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displayed. See paragraph 6.12.4 for processing instructions.

6.12.3.2 VRGC Inquiries - Voucher Number Screen AJK-794. Use this screen (fig. 6.12-2) to review transactions for the voucher number inquiry.

- a. This screen displays the date, voucher number, transaction description, perishable, semiperishable, and grand total dollar amount.

[illegible]

Figure 6.12-2. VRGC Inquiries - Voucher Number Screen (AJK-794).

- b. When you finish your review, press [ESC]. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

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6.12.3.3 Inventory Adjustment Monetary Account (IAMA) - Perishable/Semiperishable Inquiry.
Select this option to query voucher numbers 2 and 3 only. You can query either the current or previous month.

[]		
DATE: [10 Apr 92]	VOUCHER REGISTER GENERAL CONTROL	AJK-792
VRGC INQUIRIES		
MONTH OF INQUIRY: [C]	ENTER VOUCHER NUMBER: []	
IAMA - PER / SEMIPER INQUIRY:	ENTER " I " HERE: [I]	
VOUCHER RANGE INQUIRY:	ENTER BEGINNING VOUCHER NUMBER: []	
	ENTER ENDING VOUCHER NUMBER: []	
BALANCE LINE INQUIRY:	ENTER ``B`` HERE: []	
ALL ENTRIES INQUIRY:	ENTER ``A`` HERE: []	
IF PRINT DESIRED :	ENTER ``P`` HERE: []	
(PRINTS ALL WITH BALANCE LINE)		
ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>		

Figure 6.12-3. VRGC Inquiries - IAMA Perishable/Semiperishable Option Screen (AJK-792).

- a. Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.
- b. Move the cursor to the IAMA - PER/SEMIPER INQUIRY: ENTER "I" HERE field. Enter I and press [ESC]. The VRGC Price Change Inquiry Screen AJK-814 (fig. 6.12-4) is displayed.
- c. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.12.4 for processing instructions.

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6.12.3.4 VRGC Price Change Inquiry Screen AJK-814. Use this screen (fig. 6.12-4) to review transactions for vouchers 2 and 3 of the perishable/semiperishable inquiry.

a. This screen displays the voucher number, total debit, total credit, and net dollar amount. Transactions for voucher numbers 2 and 3 are displayed.

REPEAT THE PROCESS ? : Yes No			
Reenter the process that was just completed ?			
DATE: 10 Apr 92	VOUCHER REGISTER GENERAL CONTROL		AJK-814
	PRICE CHANGE INQUIRY Apr 1992		
VOU NO 2- IAMA(PER)	DEBIT	CREDIT	NET
TOTAL:	17587.01	14179.06	3407.95
VOU NO 3- IAMA(SEMI-PER)			
TOTAL:	3003.14	5233.60	-2230.46

Figure 6.12-4. VRGC Price Change Inquiry Screen (AJK-814).

b. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

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6.12.3.5 Voucher Range Inquiry. Select this option to query a range of voucher numbers. You can query either the current or previous month.

[VOUCHER REGISTER GENERAL CONTROL	AJK-792
DATE: [10 Apr 92]	VRGC INQUIRIES	
MONTH OF INQUIRY: [C]		
VOUCHER NUMBER INQUIRY	ENTER VOUCHER NUMBER: []	
IAMA - PER / SEMIPER INQUIRY:	ENTER " I " HERE: []	
VOUCHER RANGE INQUIRY:	ENTER BEGINNING VOUCHER NUMBER: [1]	
	ENTER ENDING VOUCHER NUMBER: [100]	
BALANCE LINE INQUIRY:	ENTER " B " HERE: []	
ALL ENTRIES INQUIRY:	ENTER " A " HERE: []	
IF PRINT DESIRED:	ENTER " P " HERE: []	
(PRINTS ALL WITH BALANCE LINE)		
ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>		
Enter the Ending Voucher Number !		

Figure 6.12-5. VRGC Inquiries - Voucher Range Option Screen (AJK-792).

- a. Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.
- b. Move the cursor to the ENTER BEGINNING VOUCHER NUMBER field. Enter a beginning voucher number and press [ENTER].
- c. Enter an ending voucher number and press [ESC]. The VRGC Inquiries Screen AJK-794 (fig. 6.12-6) is displayed.
- d. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.12.4 for processing instructions.

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6.12.3.6 VRGC Inquiries - Voucher Range Option Screen AJK-794. Use this screen (fig. 6.12-6) to review transactions for the voucher range inquiry. The date, voucher number, transaction description, perishable, semiperishable, and grand total dollar amounts are displayed. Twelve transactions can be displayed at a time.

DATE: 10 Apr 92		VOUCHER REGISTER GENERAL CONTROL			AJK-794	
		VRGC INQUIRIES Apr 1992				
DATE	VOU NO	TRANSACTION DESC	TOTAL	PERISHABLE	SEMIPERISH	
1	1	INV (BOOK)	\$ 955705.41	\$ 427789.28	\$ 527916.11	
1	4	DPSC RECEIPT	\$ 1794.72	\$ 0.00	\$ 1794.72	
2	5	VOIDED	\$ 0.00	\$ 0.00	\$ 0.00	
2	6	DPSC RECEIPT	\$ 1545.36	\$ 1545.36	\$ 2654.40	
2	7	DPSC RECEIPT	\$ 2654.50	\$ 0.00	\$ 2654.40	
2	8	SANDLER FOODS BP	\$ 465.11	\$ 189.56	\$ 275.55	
2	9	DABT5992A1145LP	\$ 226.60	\$ 226.60	\$ 0.00	
2	10	VOIDED	\$ 0.00	\$ 0.00	\$ 0.00	
2	11	VOIDED	\$ 0.00	\$ 0.00	\$ 0.00	
2	12	DPSC RECEIPT	\$ 1971.60	\$ 0.00	\$ 1971.60	
3	13	CMSRY PURCHASE	\$ 10501.05	\$ 0.00	\$ 10501.05	
8	14	DPSC RECEIPT	\$ 1138.40	\$ 0.00	\$ 1138.40	
AFTER VIEWING DATA DEPRESS <ESC>						

Figure 6.12-6. VRGC Inquiries - Voucher Range Option Screen (AJK-794).

- a. You can review this inquiry by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list of transactions.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

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6.12.3.7 Balance Line Inquiry. Select this option to begin the balance line inquiry. You can query either the current or previous month.

[VOUCHER REGISTER GENERAL CONTROL]
DATE: [10 Apr 92]	VRGC INQUIRIES	AJK-792
MONTH OF INQUIRY: [C]		
VOUCHER NUMBER INQUIRY	ENTER VOUCHER NUMBER: []	
IAMA - PER / SEMIPER INQUIRY:	ENTER " I " HERE: []	
VOUCHER RANGE INQUIRY:	ENTER BEGINNING VOUCHER NUMBER: []	
	ENTER ENDING VOUCHER NUMBER: []	
BALANCE LINE INQUIRY:	ENTER ``B`` HERE: [B]	
ALL ENTRIES INQUIRY:	ENTER ``A`` HERE: []	
IF PRINT DESIRED : (PRINTS ALL WITH BALANCE LINE)	ENTER ``P`` HERE: []	
ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>		
Enter 'B' !		

Figure 6.12-7. VRGC Adjustment Vouchers Screen (AJK-789).

- a. Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.
- b. Move the cursor to the BALANCE LINE INQUIRY: ENTER "B" HERE field. Enter B and press [ESC]. The VRGC-Balance Line Inquiry Screen AJK-795 (fig. 6.12-8) is displayed.
- c. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.12.4 for processing instructions.

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6.12.3.8 VRGC Inquiries - Balance Line Inquiry Screen AJK-795. Use this screen (fig. 6.12-8) to review transactions for the balance line inquiry.

a. This screen displays the debits and credits for perishables and semiperishables. A total dollar amount is displayed for each.

REPEAT THE PROCESS ? : Yes No		
Reenter the process that was just completed ?		
DATE: 10 Apr 92	VOUCHER REGISTER GENERAL CONTROL	AJK-795
	BALANCE LINE ONLY INQUIRY Apr 1992	
	DEBIT	CREDIT
TOTAL:	\$1271817.41	\$146302.29
PERISHABLE:	\$547484.51	\$110024.90
SEMIPERISHABLE:	\$724332.90	\$36277.39

Figure 6.12-8. VRGC Inquiries - Balance Line Inquiry Screen (AJK-795).

b. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

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6.12.3.9 All Entries Inquiry. Select this option to query all transactions for the VRGC. You can query either the current or previous month.

[]
DATE: [10 Apr 92]	VOUCHER REGISTER GENERAL CONTROL	AJK-792
	VRGC INQUIRIES	
MONTH OF INQUIRY: [C]		
VOUCHER NUMBER INQUIRY	ENTER VOUCHER NUMBER: []	
IAMA - PER / SEMIPER INQUIRY:	ENTER ``I`` HERE: []	
VOUCHER RANGE INQUIRY:	ENTER BEGINNING VOUCHER NUMBER: []	
	ENTER ENDING VOUCHER NUMBER: []	
BALANCE LINE INQUIRY:	ENTER ``B`` HERE: []	
ALL ENTRIES INQUIRY:	ENTER ``A`` HERE: [A]	
IF PRINT DESIRED : (PRINTS ALL WITH BALANCE LINE)	ENTER ``P`` HERE: []	
ENTER DESIRED OPTION (ONLY ONE) AND DEPRESS <ESC>		
Enter 'A' !		

Figure 6.12-9. VRGC Inquiries - All Entries Inquiry Option Screen (AJK-792).

- a. Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.
- b. Move the cursor to the ALL ENTRIES INQUIRY: ENTER "A" HERE field. Enter A and press [ESC]. The VRGC Inquiries Screen AJK-794 (fig. 6.12-10) is displayed.
- c. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.12.4 for processing instructions.

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6.12.3.10 VRGC Inquiries - All Entries Inquiry Option Screen AJK-794. Use this screen (fig. 6.12-10) to review transactions for the all entries inquiry. The date, voucher number, transaction description, perishable, semiperishable, and grand total dollar amount are displayed. Twelve transactions can be displayed at a time.

DATE: 10 Apr 92		VOUCHER REGISTER GENERAL CONTROL			AJK-794	
		VRGC INQUIRIES Apr 1992				
DATE	VOU NO	TRANSACTION DESC	TOTAL	PERISHABLE	SEMIPERISH	
1	1	INV (BOOK)	\$ 955705.41	\$ 427789.28	\$ 527916.11	
1	2	IAMA PERISHABLE	\$ 3407.95	\$ 3407.95	\$ 0.00	
2	3	IAMA SEMIPERISHABLE	\$ -2230.46	\$ 0.00	\$ -2230.46	
2	4	DPSC RECEIPT	\$ 1794.72	\$ 0.00	\$ 1794.72	
2	5	VOIDED	\$ 0.00	\$ 0.00	\$ 0.00	
2	6	DPSC RECEIPT	\$ 1545.36	\$ 1545.36	\$ 0.00	
2	7	DPSC RECEIPT	\$ 2654.40	\$ 0.00	\$ 2654.40	
2	8	SANDLER FOODS BP	\$ 465.11	\$ 189.56	\$ 275.55	
2	9	DABT59992A1145LP	\$ 226.60	\$ 226.60	\$ 0.00	
2	10	VOIDED	\$ 0.00	\$ 0.00	\$ 0.00	
3	11	VOIDED	\$ 0.00	\$ 0.00	\$ 0.00	
8	12	DPSC RECEIPT	\$ 1971.60	\$ 0.00	\$ 1971.60	
AFTER VIEWING DATA DEPRESS <ESC>						

Figure 6.12-10. VRGC Inquiries - All Entries Inquiry Option Screen (AJK-794).

- a. You can review this inquiry by using the following keys:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list of transactions.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The Repeat Processing Ring Menu is displayed. See paragraph 6.12.5 for processing instructions.

6.12.3.11 VRGC Inquiries - Print Option.

- a. Enter C for current or P for the previous month and the cursor moves to the ENTER VOUCHER NUMBER field.
- b. Move the cursor to the IF PRINT DESIRED: ENTER "P" HERE field. Enter P and press [ESC].
- c. The Financial Accounting VRGC Inquiries Report (PCN AJK-794) is printed. Then, the Repeat Processing Ring Menu is displayed.

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6.12.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.12-11) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT?:	A	R	X
Restart	Process		

Figure 6.12-11. Interrupt Processing Ring Menu.

- Select A and you can re-enter information for the same type of inquiry or enter information for a new one.
- Select R and the Financial Accounting Command Menu is displayed.
- Select X and the system login screen is displayed.

6.12.5 Repeat Processing Ring Menu. This ring menu (fig. 6.12-12) is displayed when you finish processing VRGC inquiries. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS?:	Yes	No
Reenter the process that was just completed?		

Figure 6.12-12. Repeat Processing Ring Menu.

- REPEAT THE PROCESS?: Yes No is displayed at the top of the screen.
- Select Yes and you can process another VRGC inquiry.

OR

- Select No and the Financial Accounting Command Menu is displayed.

6.12.6 Outputs.

- The Financial Accounting VRGC Inquiries Report (PCN AJK-794) is printed when you select the print option. See appendix C for an example of this report.
- AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18b, TISA Accounts (2-year file).

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(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

6.13 VRGC Closing Process. Use this process to select the closing inventory you want to run.

6.13.1 Processing Restrictions. The following actions must be completed prior to running the Close VRGC process.

- a. Make sure all issues are executed or deleted. See paragraph 5.6 for processing instructions.
- b. Make sure all receipts are processed.
 - (1) Use the VRGC Inquiries process (para 6.14) to make sure all voucher numbers have a dollar amount or are voided.
 - (2) Use the BPA Inquiry process (para 5.7.4) to make sure all BPA receipts are closed or canceled.
 - (3) Make sure all customer and vendor DVD receipts are processed.
 - (4) Make sure all reports of survey, statement of charges, and transfers for on-line customers are processed.
 - (5) Make sure all turn-ins for off-line customers are processed.
- c. Close all DVD obligations (if necessary). See paragraph 5.2.11 for processing instructions.
 - (1) When you exceed the obligation estimate for the current month, use the Review and Adjust DVD Obligations process (para 5.2.10), to change the quantities.
 - (2) You can correct the current PIIN, or press [ESC] with no entry to adjust the estimate.
- d. Make sure all headcount data for the month is posted.
- e. Flag all customer accounts for closing. See paragraph 6.3 for processing instructions.
- f. Run the Close DF Accounts process. See paragraph 11.2.1 for processing instructions.

6.13.2 Processing Materials. None.

6.13.3 VRGC Closing Screen AJK-796. To choose the type of closing you want to run, select M from the Financial Accounting Command Menu. The VRGC Closing Screen (fig. 6.13-1) is displayed.

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DATE: 01 Jun 93	VOUCHER REGISTER GENERAL CONTROL VRGC CLOSING	AJK-796								
<table style="width: 100%;"><thead><tr><th style="text-align: left; width: 15%;">CLOSING OPTION</th><th style="text-align: left;">DESCRIPTION</th></tr></thead><tbody><tr><td>1</td><td>BOOK INVENTORY CLOSING</td></tr><tr><td>2</td><td>ACCOUNTABILITY INVENTORY CLOSING END OF MONTH</td></tr><tr><td>3</td><td>ACCOUNTABILITY INVENTORY CLOSING WITHIN THE MONTH</td></tr></tbody></table> <p style="text-align: center; margin-top: 20px;">ENTER THE DESIRED CLOSING OPTION HERE: 1</p> <p style="font-size: small; margin-top: 20px;">Enter the Closing Option '1', '2', or '3' and Depress <ENTER></p>			CLOSING OPTION	DESCRIPTION	1	BOOK INVENTORY CLOSING	2	ACCOUNTABILITY INVENTORY CLOSING END OF MONTH	3	ACCOUNTABILITY INVENTORY CLOSING WITHIN THE MONTH
CLOSING OPTION	DESCRIPTION									
1	BOOK INVENTORY CLOSING									
2	ACCOUNTABILITY INVENTORY CLOSING END OF MONTH									
3	ACCOUNTABILITY INVENTORY CLOSING WITHIN THE MONTH									

Figure 6.13-1. VRGC Closing Screen (AJK-796).

- a. Select the type of inventory closing option you want to run, and press [ENTER].
 - (1) Use option 1 to close the VRGC when an accountable inventory is not processed.
 - (2) Use option 2 to close the VRGC when an accountable inventory is processed at the end of the month.
 - (3) Use option 3 to close the VRGC when an accountable inventory is processed during the month.
 - (4) To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.13.4 for processing instructions.
- b. When you select option 1 and all processes are not complete, the following message is displayed: **EXITING PROGRAM - - - ALL ACCOUNTS NOT CLOSED - - - SORRY**. Then, the system login screen is displayed.
- c. When you select the wrong closing option, one of the following messages can be displayed:
 - (1) **ACCOUNTABLE INVENTORY TAKEN AT EOM - - MUST USE OPTION 2**. Then, the cursor moves back to the ENTER THE DESIRED CLOSING OPTION field. You can enter another option.

OR

- (2) **NO ACCOUNTABLE INVENTORY TAKEN - MUST USE OPTION 1**, Then, the cursor moves back to the ENTER THE DESIRED CLOSING OPTION field. You can enter another option.

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OR

(2) **VRGC HAS BEEN CLOSED FOR THE MONTH --- EXITING PROCESS.**

This message is displayed when the VRGC is already closed for the month. Then, the system login screen is displayed.

d. When any of the inventory option can be run, a message is displayed: **ACCESSING FILES ----- PLEASE WAIT**. Then, the CONFIRM OPTION field is displayed.

(1) Enter C and the message: **UPDATING FILES --- PLEASE WAIT** is displayed.

The VRGC 3295-R Report (PCN AJK-2L1) or the Statement of Gains and Losses DA Form 4170-R Report (PCN AJK-2L2) is printed. Then, the Financial Accounting Command Menu is displayed.

OR

(2) Enter X and the Financial Accounting Command Menu is displayed.

6.13.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.13-2) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT: RESTART A X
RESTART CURRENT PROCESS

Figure 6.13-2. Interrupt Processing Ring Menu.

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- a. Select RESTART, and you can re-enter information for the same VRGC closing option or enter information for a new one.
- b. Select A and the Financial Accounting Command Menu is displayed.
- c. Select X and the system login screen is displayed.

6.13.5 Outputs.

a. The VRGC Form 3295-R Report (PCN AJK-2L1) or the Statement of Gains and Losses DA Form 4170-R Report (PCN AJK-2L2) is printed when you complete this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

6.14 TISA Adjustment Due to a Report of Survey - ROS (VRGC) Process. Use this process to begin a report of survey adjustment by line item option or total dollar value option.

6.14.1 Processing Restrictions. Run this process when an unidentifiable loss is found at the TISA.

6.14.2 Processing Materials. The DA Form 4697 (Report of Survey) is prepared for the list of items and held in suspense until final action is taken by the approving authority under AR 735-5 (Policies and Procedures for Property Accountability).

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6.14.3 TISA Adjustment Due to a Report of Survey Screen AJK-659. To adjust the TISA account and inventory balance on hand for a report of survey, select O from the Financial Accounting Command Menu. The TISA Adjustment Due to a Report of Survey Screen (fig. 6.14-1) is displayed.

[]
DATE: [10 Apr 92]	VOUCHER REGISTER GENERAL CONTROL	AJK-659
TISA ADJUSTMENT DUE TO A REPORT TO SURVEY		
REPORT OF SURVEY OPTION	OPTION DESCRIPTION	
1	LINE ITEM	
2	TOTAL DOLLAR VALUE	
ENTER REPORT OF SURVEY OPTION HERE: [1]		
Line Item	Enter Report of Survey No.:	[001]
Option		
Total Dollar	Enter Report of Survey No. :	[]
Value Option	Enter Perishable \$ Value:	[]
	Enter Semiperishable \$ Value:	[]
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>		
Enter Total Dollar Value Option here: [] and Depress <ENTER>		
Enter the Report of Survey Option and Depress <ENTER>		

Figure 6.14-1. TISA Adjustment Due to a Report Of Survey Screen (AJK-659).

6.14.3.1 Line Item Option. To begin processing line item adjustments, select 1 and press [ENTER].

- a. Enter a report of survey number and press [ENTER].
- b. The TISA Adjustment Due to a Report of Survey Screen AJK-660 (fig. 6.14-2) is displayed.

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6.14.3.2 TISA Adjustment Due to a Report of Survey Screen AJK-660. Use this screen (fig. 6.14-2) to enter the TIINs and quantities for the items you survey. The cursor is positioned in the TIIN field.

DATE: [10 Apr 92]		VOUCHER REGISTER GENERAL CONTROL		AJK-660	
TISA ADJUSTMENT DUE TO A REPORT TO SURVEY					
ROS NO: [001]					
TIIN		QTY		TIIN	
QTY					
[403-9592]		[120]		[655-8410]	
[182-6058]		[220]		[]	
[]		[]		[]	
[]		[]		[]	
[]		[]		[]	
[]		[]		[]	
ENTER THE TIIN AND QTY FOR EACH LINE ITEM ENTRY:					
WHEN COMPLETE PRESS <ESC>					
ENTER THE TIIN AND DEPRESS <ENTER>					

Figure 6.14-2. TISA Adjustment Due to a Report Of Survey Screen (AJK-660) - Line Item Option.

- a. Enter a TIIN and press [ENTER].
- b. Enter a quantity and press [ENTER].
- c. Repeat steps a and b to add more items.
- d. When you finish your entries, press [ESC]. The TISA Adjustment Due to a Report of Survey Screen AJK-661 (fig. 6.14-3) is displayed.

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6.14.3.3 TISA Adjustment Due to a Report of Survey Screen AJK-661. Use this screen (fig. 6.14-3) to review and adjust the survey data or exit this option.

a. This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and extended price for each item.

b. You can review or adjust survey data. The cursor is positioned in the NSN/MCN field for the first item. Six items can be displayed at a time.

DATE: 10 Apr 92		VOUCHER REGISTER GENERAL CONTROL			AJK-661
TISA ADJUSTMENT DUE TO A REPORT TO SURVEY					
ROS NUMBER: 001					
NSN/MCN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	\$1.13	120	\$135.60
8905-00-655-8410	BEEF LIVER SLICED	LB	\$0.71	110	\$78.10
8905-01-182-6058	HAM SECTION & FORMED	LB	\$2.00	220	\$440.00
Grand Total Extended Price					\$653.70
ENTER OPTION HERE: <input type="checkbox"/> and DEPRESS <ENTER>					
Enter 'C' to Confirm, 'R' to Reenter, or 'X' to Exit					

Figure 6.14-3. TISA Adjustment Due to a Report of Survey Screen (AJK-661) - Line Item Option.

- c. Use the [ENTER] or ARROW keys to scroll forward and back through the list by line.
- d. Use the [F3] key to page forward and the [F4] key to page back.
- e. To add an item to the survey, press [F1] to open a space on the screen.

(1) Enter an NSN/MCN from the Master Item File Report (PCN AJK-MIF) and press [ENTER]. The cursor moves to the QTY field.

(2) Enter a quantity and press [ENTER]. The item name, unit price, and extended price are displayed. The cursor moves to the next NSN/MCN field so you can add another item.

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- f. To delete an item, move the cursor to that item and press the [F2] key.
- (1) That item is deleted and the next one is displayed.
 - (2) Repeat this step to delete more items.
- g. When you finish your entries, press [ESC] and the grand total extended price is displayed. The cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:
- (1) To change the survey data, enter R. The cursor moves back to the NSN/MCN field.
 - (2) To exit this screen, enter X. The Repeat Processing Ring Menu is displayed. See paragraph 6.14.5 for processing instructions.
 - (3) To confirm the survey data, enter C. A message is displayed: **Updating Files ---- Please Wait.** Then, the Repeat Processing Ring Menu is displayed.

6.14.3.4 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.14-4), select 2 and press [ENTER].

DATE: [10 Apr 92]	VOUCHER REGISTER GENERAL CONTROL	AJK-659
TISA ADJUSTMENT DUE TO A REPORT TO SURVEY		
REPORT OF SURVEY OPTION OPTION DESCRIPTION		
1 LINE ITEM		
2 TOTAL DOLLAR VALUE		
ENTER REPORT OF SURVEY OPTION HERE: [2]		
Line Item Option	Enter Report of Survey No.: []	
Total Dollar Value Option	Enter Report of Survey No.: [002]	
	Enter Perishable \$ Value: [\$500.00]	
	Enter Semiperishable \$ Value: [\$1000.00]	
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>		
Enter Total Dollar Value Option here: [C] and Depress <ENTER>		
Enter 'C' to Confirm, 'X' to Exit, or 'R' to Reenter		

Figure 6.14-4. TISA Adjustment Due to a Report Of Survey Screen (AJK-659) - Total Dollar Value Option.

- a. Enter a report of survey number and press [ENTER].

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- b. Enter the total dollar amount for perishable items and press [ENTER].
- c. Enter the total dollar amount for semiperishable items and press [ENTER] or [ESC]. The cursor moves to the ENTER TOTAL DOLLAR VALUE OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:
 - (1) Enter R and the cursor moves back to the ENTER REPORT OF SURVEY NO. field. You can correct your entries.
 - (2) Enter X and the Financial Accounting Command Menu is displayed.
 - (3) Enter C and a message is displayed: **Updating Files ---- Please Wait**. Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.14.5 for processing instructions.
- d. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed.

6.14.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.14-5) to restart this process, return to the Financial Accounting Command Menu, or exit processing.

INTERRUPT: RESTART A X
RESTART CURRENT PROCESS

Figure 6.14-5. Interrupt Processing Ring Menu.

- a. Select RESTART and you can re-enter report of survey information for the same customer or enter information for a new one.
- b. Select A and the Financial Accounting Command Menu is displayed.
- c. Select X and the system login screen is displayed.

6.14.5 Repeat Processing Ring Menu. This ring menu (fig. 6.14-6) is displayed when you finish processing adjustments due to a report of survey. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS: Yes No
Reenter the process that was just completed?

Figure 6.14-6. Repeat Processing Ring Menu.

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- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another survey adjustment.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.14.6 Outputs. No reports are printed during this process.

6.15 TISA Adjustment Due to a Statement of Charges - SOC (VRGC) Process. Use this process to begin a statement of charges adjustment by line item or total dollar value.

6.15.1 Processing Restrictions. Run this process when there are known facts of neglect or damage to government items and TISA personnel agree to pay for those items.

6.15.2 Processing Materials. The DD Form 362 (Statement of Charges for Government Property Lost Damaged or Destroyed) is prepared for the list of items and forwarded to the Finance and Accounting Officer (FAO) for deduction from one's pay.

6.15.3 TISA Adjustment Due to a Statement of Charges Screen AJK-662. To adjust the TISA account and inventory balance on hand for a statement of charges, select Q from the Financial Accounting Command Menu. The TISA Adjustment Due to a Statement of Charges Screen (fig. 6.15-1) is displayed.

[]	
DATE: [10 Apr 92]	VOUCHER REGISTER GENERAL CONTROL
	AJK-662
TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES	
STATEMENT OF CHARGES OPTION	OPTION DESCRIPTION
1	LINE ITEM
2	TOTAL DOLLAR VALUE
ENTER STATEMENT OF CHARGES OPTION HERE: [1]	
Line Item Option	Enter SOC No. [003]
Total Dollar	Enter SOC No. : []
Value Option	Enter Perishable \$ Value: []
	Enter Semiperishable \$ Value: []
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>	
Enter Total Dollar Value Option here: [] and Depress <ENTER>	
Enter the Statement of Charges No. and Depress <ENTER>	

Figure 6.15-1. TISA Adjustment Due to a Statement of Charges Screen (AJK-662).

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6.15.3.1 Line Item Option. To begin line item adjustments, select 1 and press [ENTER].

- a. Enter a statement of charges number and press [ENTER].
- b. The TISA Adjustment Due to a Statement of Charges Screen AJK-663 is displayed.

6.15.3.2 TISA Adjustment Due to a Statement of Charges Screen AJK-663. Use this screen (fig. 6.15-2) to enter TIINs and quantities for the SOC items. The cursor is positioned in the TIIN field.

[]			
DATE: [10 Apr 92]		VOUCHER REGISTER GENERAL CONTROL				AJK-663	
TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES							
SOC NO: [003]							
TIIN		QTY		TIIN		QTY	
[782-3195]		[60]		[262-7274]		[120]	
[]		[]		[]		[]	
[]		[]		[]		[]	
[]		[]		[]		[]	
[]		[]		[]		[]	
[]		[]		[]		[]	
ENTER THE TIIN AND QTY FOR EACH LINE ITEM ENTRY:							
WHEN COMPLETE PRESS <ESC>							
ENTER THE TIIN and Depress <ENTER>							

Figure 6.15-2. TISA Adjustment Due to a Statement of Charges Screen (AJK-663) - Line Item Option.

- a. Enter a TIIN and press [ENTER].
- b. Enter a quantity and press [ENTER].
- c. Repeat steps a and b to add more items.
- d. When you finish your entries, press [ESC]. The TISA Adjustment Due to a Statement of Charges Screen AJK-664 (fig. 6.15-3) is displayed.

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6.15.3.3 TISA Adjustment Due to a Statement of Charges Screen AJK-664. Use this screen (fig. 6.15-3) to review and adjust the survey data or exit this option.

a. This screen displays the NSN/MCN, item name, unit of issue, unit price, quantity, and extended price for each item.

b. You can review or adjust the SOC data. The cursor is positioned in the NSN/MCN field for the first item. Six items can be displayed at a time.

DATE: 10 Apr 92		VOUCHER REGISTER GENERAL CONTROL			AJK-664
TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES					
SOC No: 003					
NSN/MCN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
8910-00-782-3195	BUTTER PATTIES SURPLUS	LB	\$0.12	60	\$7.20
8905-00-262-7274	TURKEY BNLS RAW	LB	\$1.51	120	\$181.20
Grand Total Extended Price					\$188.40
After Data Entry Depress <ESC>					
ENTER OPTION HERE: <input type="checkbox"/> and DEPRESS <ENTER>					

Figure 6.15-3. TISA Adjustment Due to a Statement of Charges Screen (AJK-664) - Line Item Option.

- c. Use the [ENTER] or ARROW keys to scroll forward and back through the list by line.
- d. Use the [F3] key to page forward and the [F4] key to page back.
- e. To add an item to the SOC, press [F1] to open a space on the screen.

(1) Enter an NSN/MCN from the Master Item File Report (PCN AJK-MIF) and press [ENTER]. The cursor moves the QTY field.

(2) Enter a quantity and press [ENTER]. The item name, unit price, and extended price are displayed. The cursor moves to the next NSN/MCN field so you can add another item.

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- f. To delete an item, move the cursor to that item and press the [F2] key.
- (1) That item is deleted and the next one is displayed.
 - (2) Repeat this step to delete more items.
- g. When you finish your review, press [ESC] and the grand total extended price is displayed. Then, the cursor moves to the ENTER OPTION HERE field. Select one of the following options and press [ENTER] or [ESC]:
- (1) To change your statement of charges data, enter R. The cursor moves back to the NSN/MCN field.
 - (2) To exit this process, enter X. The Repeat Processing Ring Menu is displayed. See paragraph 6.15.5 for processing instructions.
 - (3) To confirm the data, enter C. A message is displayed: **Updating Files ----- Please Wait.** Then, the Repeat Processing Ring Menu is displayed.

6.15.3.4 Total Dollar Value Option. To begin processing the total dollar value option (fig. 6.15-4), select 2 and press [ENTER].

DATE: [10 Apr 92]	VOUCHER REGISTER GENERAL CONTROL	AJK-662
TISA ADJUSTMENT DUE TO A STATEMENT OF CHARGES		
STATEMENT OF CHARGES OPTION OPTION DESCRIPTION		
1 LINE ITEM		
2 TOTAL DOLLAR VALUE		
ENTER STATEMENT OF CHARGES OPTION HERE: [2]		
Line Item Option	Enter SOC No. []	
Total Dollar	Enter SOC No. : [004]	
Value Option	Enter Perishable \$ Value: [\$500.00]	
	Enter Semiperishable \$ Value: [\$500.00]	
Enter LINE ITEM or TOTAL DOLLAR VALUE data and Depress <ESC>		
Enter Total Dollar Value Option here: [C] and Depress <ENTER>		
Enter 'C' to Confirm, 'X' to Exit, or 'R' to Reenter		

Figure 6.15-4. TISA Adjustment Due to a Statement of Charges Screen (AJK-662) - Total Dollar Value Option.

- a. Enter a statement of charges number and press [ENTER].
- b. Enter the total dollar amount for perishable items and press [ENTER].

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c. Enter the total dollar amount for semiperishable items and press [ENTER] or [ESC]. The cursor moves to the ENTER TOTAL DOLLAR VALUE OPTION field. Select one of the following options and press [ENTER] or [ESC]:

(1) Enter R and the cursor moves back to the ENTER SOC NO. field. You can correct your entries.

(2) Enter X and the Financial Accounting Command Menu is displayed.

(3) Enter C and a message is displayed: **Updating Files ----- Please Wait.** Then, the Repeat Processing Ring Menu is displayed. See paragraph 6.15.5 for processing instructions.

d. To interrupt processing, press [DELETE]. The Interrupt Processing Ring Menu is displayed. See paragraph 6.15.4 for processing instructions.

6.15.4 Interrupt Processing Ring Menu. Use this ring menu (fig. 6.15-5) to restart this process, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT: RESTART A X RESTART CURRENT PROCESS

Figure 6.15-5. Interrupt Processing Ring Menu.

a. Select RESTART and you can re-enter SOC information for the same customer or enter information for a new one.

b. Select A and the Financial Accounting Command Menu is displayed.

c. Select X and the system login screen is displayed.

6.15.5 Repeat Processing Ring Menu. This ring menu (fig. 6.15-6) is displayed when you finish processing adjustments due to an SOC. You can restart this process or exit to the Financial Accounting Command Menu.

REPEAT THE PROCESS: Yes No Reenter the process that was just completed?

Figure 6.15-6. Repeat Processing Ring Menu.

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- a. REPEAT THE PROCESS: Yes No is displayed at the top of the screen.
- b. Select Yes and you can process another SOC adjustment.

OR

- c. Select No and the Financial Accounting Command Menu is displayed.

6.15.6 Outputs. No reports are printed during this process.

6.16 STARFIARS Adjustment Process. Use this process to adjust transactions you want processed through STARFIARS.

6.16.1 Processing Restrictions. None.

6.16.2 Processing Materials. For more information, use the following materials:

- a. The TISA Daily Transaction Register Report (PCN AJK-6M1).
- b. The TISA Monthly Transaction Register Report (PCN AJK-6N1).
- c. The Ledger History Report - Invt - Commissary - Reserved (PCN ALF-25A).
- d. The AFMIS STARFIARS Tape Transactions Report (PCN AJK-1Q1).

6.16.3 STARFIARS Adjustment Menu Screen AJK-894. To begin STARFIARS adjustments, select S from the Financial Accounting Command Menu. The STARFIARS Adjustment Menu (fig. 6.16-1) is displayed. From this screen, you can select the type of transaction you want to adjust. The document identifier code (DIC) is displayed in the top left corner of each processing screen. It matches the option you choose.

NOTE: Programs have been corrected to ensure proper posting of the following DIC(s):

ZH4 - The last 4-digits of the PIN are no longer passed to STARFIARS as a part of the document number.

ZHH - The last 4-digits of the document number are no longer passed to STARFIARS as part of the PIN.

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DIC: A B C D E F G H I J K L M N O P Q eXit																									
Go to AJK 888-ZMS																									
DATE:04 Aug 92 STARFIARS ADJUSTMENT MENU AJK-894																									
SELECT THE DESIRED PROCESSING OPTION:																									
A. ZMS													J. D6U												
B. ZMT													K. D6L												
C. ZHG													L. D7L												
D. ZH4													M. D7Z												
E. D8A													N. ZHH												
F. D9A													O. A5A												
G. D9G													P. D6K												
H. D6A													Q. D7K												
I. D6B													eXit												

Figure 6.16-1. STARFIARS Adjustment Menu Screen (AJK-894).

- a. Use the [SPACE BAR] to highlight the option you want and press [ENTER].

OR

- b. Enter the letter of the option you want.

OR

- c. Select eXit and the Financial Accounting Command Menu is displayed.

<p>NOTE: When you want to change entries on any of the processing screens, press the [ENTER] key before you press [ESC] in the last data entry field. The cursor moves back to the first field. Use the [ENTER] key to move down to the field you want and enter your change.</p>
--

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6.16.3.1 Option A. Select a ZMS transaction code to begin the STARFIARS adjustment for a gain during price changes. The Price Change (Gain) Screen (fig. 6.16-2) is displayed.

```

DATE: 04 Jan 92                                STARFIARS TRANSACTIONS                                AJK-888
                                         PRICE CHANGE (GAIN)
-----
[
]

DIC      ZMS

DODAAC/DOC NO.      [W26QKQ]      [2002]      [9016]
                      (Julian Date)      (Serial No.)

EXTENDED PRICE      [976.00]

                                <PRESS ESC KEY WHEN FINISHED>

                                ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.

```

Figure 6.16-2. STARFIARS Transactions Price Change (Gain) Screen (AJK-888)

- a. The TISA DODAAC is displayed. The cursor is positioned in the JULIAN DATE field.
- b. Enter a four-digit Julian date (current or previous year) and the cursor moves to the SERIAL NO field.

NOTE: When any of the remaining STARFIARS screens requires a Julian date entry, the year for that transaction can only be for the current or previous year.

- c. Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

NOTE: When any of the following STARFIARS screens requires a serial number as part of the Julian date, this field can't consist of any spaces or special characters.

- d. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

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- (1) Enter Y and the screen is cleared so you can enter new price change information.

OR

- (2) Enter N and the STARFIARS Adjustment Menu is displayed.

e. If you make an invalid entry in any of the fields, an error message is displayed and the cursor moves back to that field.

NOTE: To interrupt any of the STARFIARS adjustment processes, press [DELETE]. The following messages are displayed: **Record not added to table**; then, **Would you like to enter another record (y/n)?**

- (1) Enter Y and the screen is cleared so you can enter new adjustment information.

OR

- (2) Enter N and the STARFIARS Adjustment Menu Screen AJK-894 is displayed.

6.16.3.2 Option B. Select a ZMT transaction code to begin the STARFIARS adjustment for a loss during price changes. The Price Change (Loss) Screen (fig. 6.16-3) is displayed.

DATE: 04 Jan 92	STARFIARS TRANSACTIONS	AJK-879
	PRICE CHANGE (LOSS)	
[
DIC	ZMT	
DODAAC/DOC NO.	[W26QKQ]	[1342] [9017]
		(Julian Date) (Serial No.)
EXTENDED PRICE	[85.00]	
<PRESS ESC KEY WHEN FINISHED>		
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.		

Figure 6.16-3. STARFIARS Transactions Price Change (Loss) Screen (AJK-879)

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- a. The TISA DODAAC is displayed. The cursor is positioned in the JULIAN DATE field.
- b. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.
- c. Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.
- d. Enter the price and press [ESC]. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record (y/n)?**
 - (1) Enter Y and the screen is cleared so you can enter new price change information.

OR

- (2) Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.3 Option C. Select a ZHG transaction code to begin adjustments for STARFIARS local purchase obligations. The Local Purchase Obligation Screen (fig. 6.16-4) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-880	
LOCAL PURCHASE OBLIGATION					
[]
DIC	ZHG	REVERSAL ?[Y] (Enter ``Y`` for reversal)			
DODAAC	[W26QKQ]				
SUPPL ADDRESS	[Y00000]	FUND CODE	[TK]		
PROCUREMENT	INST NO (PIN)	[DABT59]	[89]	[A]	[9018]
		(FY)	(Proc Inst Cd)	(Serial No.)	
EXTENDED PRICE	[250.00]				
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-4. STARFIARS Transactions Local Purchase Obligation Screen (AJK-880).

- a. The cursor is positioned in the REVERSAL field.

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b. Enter Y to reverse a transaction. The TISA DODAAC is displayed and the cursor moves to the SUPPL ADDRESS field.

OR

c. Press [ENTER] with no entry and you can create a transaction. The cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

d. Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the partially completed PROCUREMENT INST NO (PIN) field.

e. Press [ENTER] and the cursor moves to the FY field.

f. Enter a two-digit fiscal year code and the cursor moves to the PROCUREMENT INST CD field.

g. Enter the procurement instrument code and the cursor moves to the SERIAL NO. field.

h. Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

i. Enter the price and press [ESC]. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record (y/n)?**

(1) Enter Y and the screen is cleared so you can enter new information for local purchase obligations.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.4 Option D. Select a ZH4 transaction code to begin adjustments for STARFIARS local purchase receipts. The Local Purchase Receipt Screen (fig. 6.16-5) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-881	
LOCAL PURCHASE RECEIPT					
[]			
DIC	ZH4	REVERSAL ?[Y]			
		(Enter ``Y`` for reversal)			
DODAAC/DOC NO	[W26QKQ]	[1342]	[9020]		
	(DODAAC)	(Julian Date)	(Serial No.)		
RECEIPT STATUS CODE	[P]	SUFFIX CODE		[]
(``P``=Partial, ``Z``=Final)					
SUPPL ADDRESS	[Y00000]	FUND CODE		[TK]	
PROCUREMENT INST NO (PIN)	[DABT59]	[91]	[A]	[9020]	
		(FY)	(Proc Inst Cd)	(Serial No.)	
EXTENDED PRICE	[150.00]				
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-5. STARFIARS Transactions Local Purchase Receipt Screen (AJK-881).

- a. The cursor is positioned in the REVERSAL field.
 - (1) Enter Y to reverse a transaction.
- OR
- (2) Press [ENTER] with no entry and you can create a transaction.
- b. The TISA DODAAC is displayed and the cursor is positioned in the JULIAN DATE field.
- c. Enter a four-digit Julian date and the cursor moves to the SERIAL NO field.
- d. Enter a four-digit serial number and the cursor moves to the RECEIPT STATUS CODE field.
- e. Enter a receipt status code (P = Partial, Z = Final) and the cursor moves to the SUFFIX CODE field.

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f. Enter a suffix code (optional) or press [ENTER] with no entry and the cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

g. Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the partially completed PROCUREMENT INST NO (PIN) field.

h. Press [ENTER] and the cursor moves to the FY field.

i. Enter a two-digit fiscal year code and the cursor moves to the PROC INST CD field.

j. Enter the procurement instrument code and the cursor moves to the SERIAL NO. field.

k. Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.

l. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1) Enter Y and the screen is cleared so you can enter new information for local purchase receipts.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.5 Option E. Select a D8A transaction code to begin a STARFIARS adjustment for an increase in physical inventory. The Inventory Adjustment (Increase) Screen (fig. 6.16-6) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-882	
INVENTORY ADJ. (INCREASE)					
[]					
DIC	D8A	REVERSAL ?[Y] (Enter ``Y`` for reversal)			
NSN/MCN	[8950010796944]	U/I	[BG]	QTY	[200]
DODAAC/DOC NO	[W26QKQ]	[1342]	[9021]		
	(DODAAC)	(Julian Date)	(Serial No.)		
UNIT PRICE	[.70]				
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-6. STARFIARS Transaction Inventory Adj. (Increase) Screen (AJK-882).

a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c. Enter the unit of issue and the cursor moves to the QTY field.

d. Enter the quantity and press [ENTER]. The cursor moves to the JULIAN DATE field.

e. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

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f. Enter a four-digit serial number and the cursor moves to the UNIT PRICE field.

g. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1) Enter Y and the screen is cleared so you can enter new adjustment information for increases in physical inventory.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.6 Option F. Select a D9A transaction code to begin a STARFIARS adjustment for a physical inventory decrease. The Inventory Adjustment (Decrease) Physical Inventory Screen (fig. 6.16-7) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-882	
INVENTORY ADJ. (DECREASE) PHYSICAL INV.					
[
DIC	D9A	REVERSAL ?[Y] (Enter ``Y`` for reversal)			
NSN/MCN	[8915005824060]	U/I	[CN]	QTY	[36]
DODAAC/DOC NO	[W26QKQ]	[1342]	[9022]		
	(DODAAC)	(Julian Date)	(Serial No.)		
UNIT PRICE	[2.53]				
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-7. STARFIARS Transaction Inventory Adj. (Decrease) Physical Inv. Screen (AJK-882).

a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

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- b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.
- c. Enter the unit of issue and the cursor moves to the QTY field.
- d. Enter the quantity and press [ENTER]. The cursor moves to the JULIAN DATE field.
- e. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.
- f. Enter a four-digit serial number and the cursor moves to the UNIT PRICE field.
- g. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.
- (1) Enter Y and the screen is cleared so you can enter new adjustment information for decreases in physical inventory.

OR

- (2) Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.7 Option G. Select a D9G transaction code to begin a STARFIARS inventory adjustment for subsistence losses based on an MVS inspection. The Inventory Adj. (Decrease) Loss Shrinkage Screen (fig. 6.16-8) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-882	
INVENTORY ADJ. (DECREASE) LOSS SHRINKAGE					
[]					
DIC	D9G	REVERSAL ? [Y] (Enter ``Y`` for reversal)			
NSN/MCN	[8915005841647]	U/I	[CN]	QTY	[75]
DODAAC/DOC NO	[W26QKQ] (DODAAC)	[1342] (Julian Date)	[9023] (Serial No.)		
UNIT PRICE	[3.75]				
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-8. STARFIARS Transactions Inventory Adj. (Decrease) Loss Shrinkage Screen (AJK-882) .

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a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c. Enter the unit of issue and the cursor moves to the QTY field.

d. Enter the quantity and press [ENTER]. The cursor moves to the JULIAN DATE field.

e. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

f. Enter a four-digit serial number and the cursor moves to the UNIT PRICE field.

g. Enter the price and press [ESC]. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record? y/n.**

(1) Enter Y and the screen is cleared so you can enter new information for inventory adjustments due to subsistence losses.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.8 Option H. Select a D6A transaction code to begin a STARFIARS adjustment for material returned by Army users. The Material Receipt (Returns) Own Service Screen (fig. 6.16-9) is displayed.

DATE 04 Jan 92		STARFIARS TRANSACTIONS				AJK-883	
MATERIAL RECEIPT (RETURNS) OWN SERVICE							

[]							
DIC	D6A					REVERSAL ? [Y]	
		(Enter ``Y`` for reversal)					
NSN/MCN	[8915001335903]	U/I	[CN]	QTY	[48]		
DODAAC/DOC NO	[YDF003]	[1342]	[9025]				
	(DODAAC)	(Julian Date)	(Serial No.)				
SUPPL ADDRESS	[W26QKQ]	FUND CODE	[]	APC CODE	[LY02]		
UNIT PRICE	[4.20]	DATE RECEIVED	[08 Dec 91]				
<PRESS ESC KEY WHEN FINISHED>							
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.							

Figure 6.16-9. STARFIARS Transactions Material Receipt (Returns) Own Service Screen (AJK-883).

- a. The cursor is positioned in the REVERSAL field.
 - (1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.
- OR
- (2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.
- b. Enter the NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.
- c. Enter the unit of issue and the cursor moves to the QTY field.
- d. Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field.

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- e. Enter a six-position customer ID code and the cursor moves to the JULIAN DATE field.
 - f. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.
 - g. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.
 - h. Enter the six-position TISA DODAAC and the cursor moves to the FUND CODE field.
 - i. Enter a fund code (optional), or press [ENTER] with no entry and the cursor moves to the APC CODE field.
 - j. Enter a four-position APC code. This entry is mandatory if the FUND CODE field is blank. The cursor moves to the UNIT PRICE field.
 - k. Enter the price and press [ENTER]. The cursor moves to the DATE RECEIVED field. The current date is displayed.
 - l. Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record? y/n.**
- (1) Enter Y and the screen is cleared so you can enter new information for materials returned by Army users.

OR

- (2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.9 Option I. Select a D6B transaction code to begin a STARFIARS adjustment for material returned by DOD users. The Material Receipt (Returns) DOD Screen (fig. 6.16-10) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-883			
MATERIAL RECEIPT (RETURNS) DOD							

[]	
DIC	D6B					REVERSAL ?[Y]	
						(Enter ``Y`` for reversal)	
NSN/MCN	[896000T166131]	U/I	[PG]	QTY	[450]	
DODAAC/DOC NO	[YDF004]	[1328]	[0013]				
	DODAAC	(Julian Date)	(Serial No.)				
SUPPL ADDRESS	[W26QKQ	FUND CODE	[]	APC CODE	[LY02]		
UNIT PRICE	[0.15]		DATE RECEIVED	[29 Nov 91]		
<PRESS ESC KEY WHEN FINISHED>							
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.							
Enter DD MMM YY.							

Figure 6.16-10. STARFIARS Transactions Material Receipt (Returns) DOD Screen (AJK-883)

- a. The cursor is positioned in the REVERSAL field.
 - (1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.
- OR
- (2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.
- b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.
- c. Enter the unit of issue and the cursor moves to the QTY field.
- d. Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field.

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- e. Enter a six-position customer ID code and the cursor moves to the JULIAN DATE field.
 - f. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.
 - g. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.
 - h. Enter the six-position TISA DODAAC and the cursor moves to the FUND CODE field.
 - i. Enter the fund code (optional), or press [ENTER] with no entry and the cursor moves to the APC CODE field.
 - j. Enter a four-position APC code. This entry is mandatory if the FUND CODE field is blank. The cursor moves to the UNIT PRICE field.
 - k. Enter the price and press [ENTER]. The cursor moves to the DATE RECEIVED field. The current date is displayed.
 - l. Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record? y/n.**
- (1) Enter Y and the screen is cleared so you can enter new adjustments for materials returned by DOD users.

OR

- (2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.10 Option J. Select a D6U transaction code to begin a STARFIARS adjustment for receipt of materials purchased from another DOD agency. The Material Receipt (DOD Activity) Screen (fig. 6.16-11) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS				AJK-884	
MATERIAL RECEIPT (DOD ACTIVITY)							
[]
DIC	D6U					REVERSAL ?	[Y]
		(Enter ``Y`` for reversal)					
NSN/MCN	[8920010791585]	U/I	[CO]	QTY	[240]	
DODAAC/DOC NO	[W26QKQ]	[1342]	[9027]				
	(DODAAC)	(Julian Date)	(Serial No.)				
SUPPL ADDRESS	[Y00000]	SUFFIX CODE	[A]	FUND CODE	[TK]		
UNIT PRICE	[0.50]	RIC	[S9G]		
DATE RECEIVED	[08 Dec 91]						
<PRESS ESC KEY WHEN FINISHED>							
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.							

Figure 6.16-11. STARFIARS Transactions Material Receipt (DOD Activity) Screen (AJK-884)

a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c. Enter the unit of issue and the cursor moves to the QTY field.

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d. Enter the quantity and press [ENTER]. The cursor moves to the partially completed DODAAC/DOC NO field. The TISA DODAAC is displayed.

(1) To change the TISA DODAAC, enter a new one over the old and the cursor moves to the JULIAN DATE field.

OR

(2) Press [ENTER] with no entry and the cursor moves to the JULIAN DATE field.

e. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

f. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

g. Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the SUFFIX CODE field.

h. Enter a suffix code (optional), or press [ENTER] with no entry and the cursor moves to the FUND CODE field.

i. Enter the fund code and the cursor moves to the UNIT PRICE field.

j. Enter the price and press [ENTER]. The cursor moves to the RIC field.

k. Enter the three-position routing identifier code and the cursor moves to the DATE RECEIVED field. The current date is displayed.

l. Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1) Enter Y and the screen is cleared so you can enter new information for materials purchased from another DOD agency.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.11 Option K. Select a D6L transaction code to begin a STARFIARS adjustment for material receipt disassembly turn-ins from a unit. The Material Receipt (Disassembly) Screen (fig. 6.16-12) is displayed.

DATE: 02 Sep 92		STARFIARS TRANSACTIONS				AJK-657	
MATERIAL RECEIPT (DISASSEMBLY)							
[]
DIC	D6L	REVERSAL ? []					
(Enter ``Y`` for reversal)							
NSN/MCN	[]	U/I	[EA]	QTY	[150]		
DODAAC/DOC NO	[YDF009]	[2245]	[0099]				
	(DODAAC)	(Julian Date)	(Serial No.)				
SUPPL ADDRESS	[W26QKQ]	APC CODE	[]	FUND CODE	[TK]		
UNIT PRICE	[1.57]						
<PRESS ESC KEY WHEN FINISHED>							
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.							

Figure 6.16-12. STARFIARS Transactions Material Receipt (Disassembly) Screen (AJK-657)

a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c. Enter the unit of issue and the cursor moves to the QTY field.

d. Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field. Enter a six-position customer ID code.

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e. The cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

f. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

g. Enter the six-position TISA DODAAC and the cursor moves to the APC CODE field.

h. Enter the APC code and the cursor moves to the FUND CODE field.

OR

i. Press [ENTER] with no entry and the cursor moves to the FUND CODE field.

j. Enter a two-position FUND CODE. This entry is mandatory if the APC CODE field is blank. The cursor moves to the UNIT PRICE field.

k. Enter the unit price and press [ESC]. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record (y/n)?**

(1) Enter Y and the screen is cleared so you can enter new information for the disassembly materials turned in.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.12 Option L. Select a D7L transaction code to begin a STARFIARS adjustment for an issue assembly sent to a unit. The Issue (Assembly) Screen (fig. 6.16-13) is displayed.

DATE: 02 Sep 92		STARFIARS TRANSACTIONS		AJK-657	
ISSUE (ASSEMBLY)					
[]
DIC	D7L	REVERSAL ? [] (Enter ``Y`` for reversal)			
NSN/MCN	[]	U/I	[BG]	QTY [250]
DODAAC/DOC NO	[YDF009]	[2245]	[0023]		
	(DODAAC)	(Julian Date)	(Serial No.)		
SUPPL ADDRESS	[W26QKQ]	APC CODE	[]	FUND CODE	[TK]
UNIT PRICE	[3.54]				
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-13. STARFIARS Transactions Issue (Assembly) Screen (AJK-657)

- a. The cursor is positioned in the REVERSAL field.
 - (1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.
- OR
- (2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.
- b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.
- c. Enter the unit of issue and the cursor moves to the QTY field.
- d. Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field. Enter a six-position customer ID code.
- e. The cursor moves to the JULIAN DATE field. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

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- f. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.
- g. Enter the six-position TISA DODAAC and the cursor moves to the APC CODE field.
- h. Enter the APC code and the cursor moves to the FUND CODE field.

OR

- i. Press [ENTER] with no entry and the cursor moves to the FUND CODE field.
- j. Enter a two-position FUND CODE. This entry is mandatory if the APC CODE field is blank. The cursor moves to the UNIT PRICE field.

k. Enter the unit price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**

(1) Enter Y and the screen is cleared so you can enter new information for the assembly materials issued.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.13 Option M. Select a D7Z transaction code to begin a STARFIARS adjustment for forced issues and issue transactions other than DVD. The Issue (Other) Screen (fig. 6.16-14) is displayed.

DATE: 18 Aug 92		STARFIARS TRANSACTIONS		AJK-885	
ISSUE (OTHER)					
[
DIC	D7Z	REVERSAL ?[Y]			
		(Enter ``Y`` for reversal)			
NSN/MCN	[894000T823013]	U/I	[PG]	QTY	[144]
DODAAC/DOC NO	[W26QKQ]	[1342]	[9030]		
	(DODAAC)	(Julian Date)	(Serial No.)		
SUPPL ADDRESS	[YDF003]	FUND CODE	[TK]	UNIT PRICE	[0.13]
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-14. STARFIARS Transactions Issue (Other) Screen (AJK-885)

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a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c. Enter the unit of issue and the cursor moves to the QTY field.

d. Enter the quantity and press [ENTER]. The cursor moves to the partially completed DODAAC/DOC NO field. The TISA DODAAC is displayed.

e. Press [ENTER] and the cursor moves to the JULIAN DATE field.

f. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

g. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.

h. Enter a six-position customer ID code for the customer receiving a forced issue. The cursor moves to the FUND CODE field.

i. Enter the fund code and the cursor moves to the UNIT PRICE field.

j. Enter the price and press [ESC]. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record (y/n)?**

(1) Enter Y and the screen is cleared so you can enter new information for forced issues and issue transactions other than DVD.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.14 Option N. Select a ZHH transaction code to begin a STARFIARS adjustment for a charge account/local purchase receipt on items used for stockage. The Charge Account/Local Purchase Screen (fig. 6.16-15) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-886	
CHARGE ACCOUNT/LOCAL PURCHASE RECEIPT FOR STOCKAGE					

[
DIC	ZHH			REVERSAL ?[Y]	
				(Enter ``Y`` for reversal)	
DODAAC/DOC NO	[W26QKQ]	[1342]	[0001]		
	(DODAAC)	(Julian Date)	(Serial No.)		
RECEIPT STATUS CODE		[P]			
		(``P``=Partial, ``Z``=Final)			
SUPPL ADDRESS	[Y00000]	FUND CODE	[TK]		
PROCUREMENT INST NO (PIN)	[DABT59]	[91]	[C]	[0001]	
		[FY]	(Proc Inst Cd)	(Serial No.)	
EXTENDED PRICE	[176.20]			
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-15. STARFIARS Transactions Charge Account/Local Purchase Receipt for Stockage Screen (AJK-886)

- a. The cursor is positioned in the REVERSAL field.
 - (1) Enter Y to reverse a transaction. The TISA DODAAC is displayed and the cursor moves to the JULIAN DATE field.
- OR
- (2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the JULIAN DATE field.
- b. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.
- c. Enter a four-digit serial number and the cursor moves to the RECEIPT STATUS CODE field.
- d. Enter the receipt status (P = Partial, Z = Final) and the cursor moves to the SUPPL ADDRESS field. A default value of Y00000 is displayed.

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- e. Enter a six-position supplementary address code (if required) or press [ENTER] with no entry. The cursor moves to the partially completed PROCUREMENT INST NO (PIN) field.
- f. Press [ENTER] and the cursor moves to the FY field.
- g. Enter the two-digit fiscal year code and the cursor moves to the PROC INST CD field.
- h. Enter the procurement instrument code and the cursor moves to the SERIAL NO. field.
- i. Enter a four-digit serial number and the cursor moves to the EXTENDED PRICE field.
- j. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record? y/n**.

(1) Enter Y and the screen is cleared so you can enter new information on local purchase items used for stockage.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

6.16.3.15 Option Q. Select an A5A transaction code to begin a STARFIARS adjustment on a material release order for domestic shipment. The Material Release Order Screen (fig. 6.16-16) is displayed.

DATE: 04 Jan 92		STARFIARS TRANSACTIONS		AJK-887	
MATERIAL RELEASE ORDER					
[]
DIC	A5A	REVERSAL ?[Y]			
(Enter ``Y`` for reversal)					
NSN/MCN	[8925006826705]	U/I	[CN]	QTY	[240]
DODAAC/DOC NO	[YDF003]	[1342]	[9033]		
(DODAAC) (Julian Date) (Serial No.)					
APC CODE	[LY02]	FUND CODE	[]		
SUPPL ADDRESS	[W26QKQ]	UNIT PRICE	[2.05]		
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					

Figure 6.16-16. STARFIARS Transactions Material Release Order Screen (AJK-887).

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a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the U/I field.

c. Enter the unit of issue and the cursor moves to the QTY field.

d. Enter the quantity and press [ENTER]. The cursor moves to DODAAC/DOC NO field.

e. Enter a six-position customer ID code and the cursor moves to the JULIAN DATE field.

f. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.

g. Enter a four-digit serial number and the cursor moves to the APC CODE field.

h. Enter a four-position account processing code, or press [ENTER] with no entry and the cursor moves to the FUND CODE field.

i. Enter a fund code or press [ENTER] with no entry. This entry is mandatory if the APC CODE field is blank. The cursor moves to the SUPPL ADDRESS field.

j. Enter the six-position TISA DODAAC and the cursor moves to the UNIT PRICE field.

k. Enter the price and press [ESC]. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record? y/n.**

(1) Enter Y and the screen is cleared so you can enter new material release order information.

OR

(2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.16 Option P. Select a D6K transaction code to begin a STARFIARS adjustment on a shipment transferred in to the TISA. The Material Receipt (Transfer In) Screen AJK-884 (fig. 6.16-17) is displayed.

DATE: 24 Aug 92		STARFIARS TRANSACTIONS		AJK-884	
MATERIAL RECEIPT (TRANSFER IN)					
[
DIC	D6K			REVERSAL ?[]	
				(Enter ``Y`` for reversal)	
NSN/MCN	[]	U/I	[LB]	QTY	[500]
DODAAC/DOC NO	[W26QKQ]	[2234]	[0009]		
	(DODAAC)	(Julian Date)	(Serial No.)		
SUPPL ADDRESS	[Y00000]	SUFFIX CODE	[]	FUND CODE	[GK]
UNIT PRICE	[2.05]	RIC	[]		
DATE RECEIVED	[24 Aug 92]				
<PRESS ESC KEY WHEN FINISHED>					
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.					
#==> Enter the date in format [DD MMM YY] !					

Figure 6.16-17. STARFIARS Transactions Material Receipt (Transfer In) Screen (AJK-884) .

a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the completed U/I field.

c. To change the unit of issue, enter a new one over the old and the cursor moves to the QTY field.

OR

d. Press [ENTER] with no entry and the cursor moves to the QTY field.

e. Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field.

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- f. Enter the six-position TISA DODAAC and the cursor moves to the JULIAN DATE field.
- g. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.
- h. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.
- i. Enter a six-position supplementary address code and the cursor moves to the SUFFIX CODE field.
- j. Enter a suffix code (optional) or press [ENTER] with no entry. The cursor moves to the completed FUND CODE field.

NOTE: Fund codes displayed for the D6K and D7K Document Identifiers should not be changed, unless directed by the installation Finance Office.

- k. To change the fund code, enter a new one over the old and press [ENTER]. The cursor moves to the UNIT PRICE field.

OR

- l. Press [ENTER] with no entry and the cursor moves to the UNIT PRICE field.
- m. Enter the price and press [ENTER]. The cursor moves to the RIC field.
- n. Enter the three-position routing identifier code (optional) and the cursor moves to the DATE RECEIVED field. The current date is displayed.

OR

- o. Press [ENTER] with no entry and the cursor moves to the DATE RECEIVED field.
- p. Enter the date of receipt over the existing one and press [ESC], or press [ESC] with no entry. The following messages are displayed: **Record has been added;** then, **Would you like to enter another record (y/n)?**

(1) Enter Y and the screen is cleared so you can enter new information for materials transferred in to the TISA.

OR

- (2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.3.17 Option Q. Select a D7K transaction code to begin a STARFIARS adjustment on an issue transferred out of the TISA. The Issue (Transfer Out) Screen AJK-885 (fig. 6.16-18) is displayed.

DATE: 24 Aug 92		STARFIARS TRANSACTIONS				AJK-885			
ISSUE (TRANSFER OUT)									
[]	
DIC	D7K					REVERSAL ?[]			
(Enter ``Y`` for reversal)									
NSN/MCN	[]	U/I	[LB]	QTY	[600]				
DODAAC/DOC NO	[W26QKQ]	[2234]	[0012]						
	(DODAAC)	(Julian Date)	(Serial No.)						
SUPPL ADDRESS	[W26QKQ]	FUND CODE	[GK]	UNIT PRICE	[3.98]				
<PRESS ESC KEY WHEN FINISHED>									
ENTRIES TO THIS SCREEN PROCESS TO STARFIARS ONLY.									

Figure 6.16-18. STARFIARS Transactions Issue (Transfer Out) Screen (AJK-885) .

a. The cursor is positioned in the REVERSAL field.

(1) Enter Y to reverse a transaction. The cursor moves to the NSN/MCN field.

OR

(2) Press [ENTER] with no entry and you can create a transaction. The cursor moves to the NSN/MCN field.

b. Enter an NSN/MCN (optional) and press [ENTER], or press [ENTER] with no entry. The cursor moves to the completed U/I field.

c. To change the unit of issue, enter a new one over the old and the cursor moves to the QTY field.

OR

d. Press [ENTER] with no entry and the cursor moves to the QTY field.

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- e. Enter the quantity and press [ENTER]. The cursor moves to the DODAAC/DOC NO field.
- f. Enter the six-position TISA DODAAC and the cursor moves to the JULIAN DATE field.
- g. Enter a four-digit Julian date and the cursor moves to the SERIAL NO. field.
- h. Enter a four-digit serial number and the cursor moves to the SUPPL ADDRESS field.
- i. Enter the six-position supplementary address code and the cursor moves to the completed FUND CODE field.
- j. To change the fund code, enter a new one over the old and press [ENTER]. The cursor moves to the UNIT PRICE field.

OR

- k. Press [ENTER] with no entry and the cursor moves to the UNIT PRICE field.
- l. Enter the price and press [ESC]. The following messages are displayed: **Record has been added**; then, **Would you like to enter another record (y/n)?**
 - (1) Enter Y and the screen is cleared so you can enter new information for materials transferred out of the TISA.

OR

- (2) Enter N and the STARFIARS Adjustment Menu is displayed.

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6.16.4 Outputs.

a. The following reports are printed after Finance receives and processes the STARFIARS tape or DDN transmission (para 11.2.4): Ledger History Report (PCN ALF-40A), Stock Fund General Ledger Trial Balances (PCN ALF-14A), Ledger History Report - Invt - Commissary - Reserved Report (PCN ALF- 25A), General Ledger Reconciliation Report (PCN AJK-15H), Consumer Fund Distribution and Utilization Report (PCN ALF-46B), Subsidiary Ledger One Line Print Open and Closed Lines Report (PCN ALF-23A), and the GL/SL Out of Balance Research Data Report (PCN ALF-23D). They support STARFIARS transactions, since the results are not immediately printed at the completion of this process. Finance sends these reports to TISA upon completion of the STARFIARS run.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 03

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SECTION 7. FILES MAINTENANCE FUNCTION

7.1 Files Maintenance Function.

a. Use this function to add, modify, and delete specific files. You can use this function to enter the basic daily food allowance (BDFA) and make Defense Supply Center Philadelphia (DSCP) price changes to the Master Item File (MIF), build issue frequency and delivery frequency schedules, make source of supply changes, and maintain field menus. The Files Maintenance Function contains ten subfunctions and two exit options:

- (1) Master Item File (para 7.2).
- (2) Enter BDFA (para 7.3).
- (3) Customer Information File (para 7.4).
- (5) Vendor Information File (para 7.5).
- (6) Issue Frequency File (para 7.6).
- (7) Delivery Frequency File (para 7.7). - **NO LONGER USED**
- (8) Installation Uniques File (para 7.8).
- (9) Field Menu Maintenance (para 7.9).
- (10) Bulletin Board Maintenance (para 7.10).

b. To review the subfunctions in Files Maintenance, select M from the TISA Command Menu (fig. 7.1-1).

TISA:StockFinancial Maint Query&Rpts PhysInvy Loc'n BatchTISA eXit		
Enter 'M' for Files Maintenance Process		
DATE: 04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU	AJK-600
OPTION CODE	RING MENU SELECTION OPTIONS	
S	STOCK ACCOUNTING	
F	FINANCIAL ACCOUNTING	
M	FILES MAINTENANCE	
Q	REPORTS AND INQUIRIES	
P	PHYSICAL INVENTORY	
L	STORAGE LOCATION	
B	TISA BATCH PROCESSES	
X	SIGN OFF TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 7.1-1. TISA Command Menu Screen (AJK-600).

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c. The File Maintenance Command Menu (fig. 7.1-2) is displayed.

FILE MAINTENANCE: A B C D E F G H I R X			
ENTER & MAINTAIN MASTER MENU RECAP FILE FIELD MENUS			
[]			
DATE: [15 JAN 92]	FILE MAINTENANCE COMMAND MENU		AJK-722
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A	MASTER ITEM FILE	G	INSTALLATION UNIQUES FILE
B	ENTER BDFA	H	FIELD MENU MAINTENANCE
C	CUSTOMER INFORMATION FILE	I	BULLETIN BOARD MAINTENANCE
D	VENDOR INFORMATION FILE	R	RETURN TO TISA COMMAND MENU
E	ISSUE FREQUENCY FILE	X	EXIT FROM TISA PROCESSING
F	DELIVERY FREQUENCY FILE		
ENTER THE DESIRED OPTION THRU RING MENU SELECTION, OPTION CODE: []			

Figure 7.1-2. File Maintenance Command Menu Screen (AJK-722).

7.2 Master Item File Subfunction. Use the Master Item File subfunction to add, delete, or modify records for items you stock. This subfunction contains three processes and two exit options:

- a. Add Item (para 7.2.4).
- b. Modify Item (para 7.2.5).
- c. Flag Item for Deletion (para 7.2.7).

7.2.1 Processing Restrictions. When performing MIF file maintenance you will no longer be able to change the Unit of Issue or price for items supplied by STORES NT vendors. The data for these fields will come from the weekly price updates provided from DSCP for STORES NT items. Additionally, when adding items to the MIF that are on the STORES NT catalog the STORES NT information is displayed. All STORES NT data except Unit of Issue and price can be changed.

7.2.2 Processing Materials. Use the following materials to complete these processes:

- a. STORES Catalog and associated reports.
- b. C 8900PL - Federal Supply Catalog Price List, FSC Group 89 Subsistence.
- c. C 8900SL - Federal Supply Catalog Stock List, FSC Group 89 Subsistence.
- d. Shipping document from the supply source.

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7.2.3 Master Item File Command Menu. To review the MIF processes, select A from the File Maintenance Command Menu. The Master Item File Command Menu (fig. 7.2-1) is displayed.

MASTER ITEM FILE: A M D R X		
ADD A RECORD TO THE MASTER ITEM FILE		
[
DATE: [04 APR 92]	MASTER ITEM FILE COMMAND MENU	AJK-797
OPTION CODE	DESCRIPTION	
A	ADD ITEM	
M	MODIFY ITEM	
D	FLAG ITEM FOR DELETION	
R	RETURN TO FILE MAINTENANCE COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 7.2-1. Master Item File Command Menu Screen (AJK-797).

7.2.4 Add Item Process. To add a new record to the MIF, select A from the Master Item File Command Menu. The Add Item Screen (fig. 7.2-2) is displayed. The cursor is positioned in the NSN/MCN field.

DATE: 04 Apr 92	MASTER ITEM FILE MAINTENANCE	AJK-877
ADD ITEM		
NSN/MCN:	8915-00-252-8245	
WHEN FINISHED ENTERING DATA DEPRESS <ESC>		
Enter the NSN/MCN of the item you wish to add and press <ENTER>.		

Figure 7.2-2. Add Item Screen (AJK-877)

- a. Enter an NSN/MCN and press [ESC]. The Master Item File Maintenance-Add Item Screen AJK-800 (fig. 7.2-3) is displayed.
- b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.2.9 for processing instructions.

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7.2.4.1 Master Item File Maintenance - Add Item Screen AJK-800. Use this screen (fig. 7.2-3) to enter data for the stock number you want to add to the MIF. The current month and next month prices for direct vendor delivery (DVD) items are entered through the Vendor Information File process. See paragraph 7.5 for processing instructions.

a. This screen displays data entry fields for the source code, unit of issue, item name, unit pack, and intensive management code; unit pack quantity, perishability code, condiment indicator; recipe conversion factor, item price, and cost effective date. The cursor is positioned in the SOURCE CODE field.

DATE: [04 Apr 92]		MASTER ITEM FILE MAINTENANCE		AJK-800	
[ADD ITEM]					
NSN/MCN: [8915-00-252-8245]		SOURCE CODE:		[F]	
UNIT OF ISSUE: [LB]		ITEM NAME: [POTATOES, BAKING]	
UNIT PACK: [CS]		INTENSIVE MANAGEMENT CODE:		[]	
UNIT PACK QUANTITY: [50]		PERISHABILITY CODE:		[P]	
CONDIMENT INDICATOR: []		RECIPE CONVERSION FACTOR:		[1.0000]	
		CURRENT MONTH			
PREVIOUS MONTH		CURRENT MONTH		NEXT MONTH	
		PRICE CHANGE			
ITEM PRICE: \$[]	\$[0.4100]	\$[0.4100]	\$[0.4300]]
COST EFFECTIVE DATE: [4] [APR] [92]					
DD MM YY					
[] WHEN FINISHED ENTERING/REVIEWING DATA DEPRESS <ESC>					
[CONFIRM INDICATOR:] [C]					

Figure 7.2-3. Master Item File Maintenance - Add Item Screen (AJK-800)

b. Enter one of the source codes listed below and press [ENTER].

- (1) A - DVD Dairy
- (2) B - DVD Beverage
- (3) C - DVD Bakery
- (4) D - DSCP/Prime Vendor
- (5) E - Commissary
- (6) F - DSO
- (7) J - Ingredient Prep Facility
- (8) X - Local Purchase Non-BPA
- (9) Y - Local Purchase BPA

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NOTE: If you enter source code A, B, C, D, or F, and the item is on the STORES catalog most of the item data will be displayed. All STORES NT data except Unit of Issue and price can be changed. You must still enter the Perishability Code, Intensive Management Code (if necessary), and the Conversion Factor for items.

c. Enter one of the units of issue listed below and press [ENTER].

- | | |
|--------------------|--------------------|
| (1) BG - bag | (12) HD - hundred |
| (2) BR - bar | (13) JR - jar |
| (3) BT - bottle | (14) LB - pound |
| (4) BX - box | (15) ME - meal |
| (5) CK - cake | (16) MX - thousand |
| (6) CN - can | (17) PG - package |
| (7) CO - container | (18) PZ - packet |
| (8) DZ - dozen | (19) QT - quart |
| (9) EA - each | (20) CS - case |
| (10) LF - loaf | (21) RA - ration |
| (11) GL - gallon | |

d. Enter the item name from the shipping document or C 8900SL and press [ENTER].
You may have to abbreviate.

e. Enter one of the units of pack listed below and press [ENTER].

- (1) BX - box
- (2) CS - case
- (3) BG - bag
- (4) BL - block
- (5) CO - container

NOTE: When adding T-Rations, code them as high dollar (Intensive Management Code A) items. This is to ensure that the DFOs can account for these items when they are issued through the system.

f. Enter one of the intensive management codes listed below or press [ENTER] with no entry.

- (1) A - QMS intensive management item (AR 30-1)
- (2) B - MACOM intensive management item
- (3) C - TISO intensive management item
- (4) D - Long Range Patrol Ration (LRP)
- (5) E - Meal-Ready-to-Eat (MRE)
- (6) F - not designated
- (7) G - not designated
- (8) H - eggs
- (9) Blank - not an intensive management item

g. Enter the unit pack quantity from the shipping document or C 8900SL and press [ENTER].

h. Enter the perishability code and press [ENTER]. The cursor moves to the CONDIMENT INDICATOR field.

i. If this item is a condiment and you plan to have the dining facilities submit a separate shopping list for condiments, enter C. Otherwise, press [ENTER] with no entry.

j. Enter the recipe conversion factor from C 8900SL and press [ENTER].

NOTE: The recipe conversion factor entered MUST BE greater than zero (0). If you enter a recipe conversion factor of zero errors will be encountered when the recipe cost process is run.

k. Enter the price for the current month and press [ENTER]. This price is automatically displayed in the CURRENT MONTH PRICE CHANGE field. You can update this field in the Modify process.

l. When you are adding a DVD item (source codes A, B, and C (Non-STORES only)) and you try to enter a price, a message is displayed: **PRICE INFORMATION FOR DVD ITEMS MUST BE ADDED THRU VENDOR INFORMATION PROCESS**. See paragraph 7.5 for processing instructions. Press [ENTER] and the cursor moves to the next field.

m. Enter next month's price or press [ENTER] with no entry.

n. Enter the cost effective date and press [ENTER]. This date must be today's date or later.

o. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

p. Enter C and press [ESC]. The Add More Records Ring Menu is displayed.

q. To cancel the addition, press [ESC] with no entry. The Add Item Screen AJK-877 (fig. 7.2-2) is displayed.

7.2.4.2 Add More Records Ring Menu. Use this ring menu (fig. 7.2-4) to continue adding records, return to the Master Item File Command Menu, or exit processing.

```
ADD MORE RECORDS:  ADD   RETURN   eXit
ADD MORE RECORDS TO THE MASTER ITEM FILE
```

Figure 7.2-4. Add More Records Ring Menu.

- a. Select ADD and the Add Item Screen AJK-877 is displayed. You can add more items.
- b. Select RETURN and the Master Item File Command Menu is displayed.
- c. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.2.5 Modify Item Process. To change a record on the MIF, select M from the Master Item File Command Menu. The Modify Item Screen (fig. 7.2-5) is displayed. The cursor is positioned in the TIIN field.

DATE: 18 May 92	MASTER ITEM FILE MAINTENANCE	AJK-877
MODIFY ITEM		
TIIN: 682-6705		
WHEN FINISHED ENTERING DATA DEPRESS <ESC>		
Press <ENTER> if you wish to change data entered]		

Figure 7.2-5. Modify Item Screen (AJK-877).

a. Enter a TIIN and press [ESC]. The Master Item File - Modify Item Screen AJK-800 is displayed. See paragraph 7.2.6 for processing instructions.

(1) If the TIIN is invalid, an error message is displayed and the cursor moves back to that field.

(2) When the TIIN is flagged for deletion, a message is displayed: **THE ITEM TO BE MODIFIED HAS BEEN FLAGGED FOR DELETION. ENTER 'Y' TO UNFLAG ITEM OR LEAVE BLANK AND DEPRESS <ENTER>.**

(a) To remove the deletion flag, enter Y and press [ENTER]. The flag is removed and the Master Item File Maintenance - Modify Item Screen AJK-800 is displayed.

OR

(b) If you do not want to remove the flag, press [ENTER]. The Master Item File Command Menu is displayed.

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b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.2.9 for processing instructions.

7.2.6 Master Item File Maintenance - Modify Item Screen AJK-800. You can use this screen (fig. 7.2-6) to change data in all fields, except the Unit of Issue and price information for STORES items. The cursor is positioned in the SOURCE CODE field.

DATE: [17 Jun 90]		MASTER ITEM FILE MAINTENANCE		AJK-800	
[MODIFY ITEM]					
NSN/MCN:	[8925-00-682-6705]	SOURCE CODE:	[D]		
UNIT OF ISSUE:	[CN]	ITEM NAME:	[SYRUP MAPLE #10]		
UNIT PACK:	[CS]	INTENSIVE MANAGEMENT CODE:	[]		
UNIT PACK QUANTITY:	[6]	PERISHABILITY CODE:	[S]		
CONDIMENT INDICATOR:	[]	RECIPE CONVERSION FACTOR:	[8.1880]		
CURRENT MONTH					
PREVIOUS MONTH		CURRENT MONTH		PRICE CHANGE	
ITEM PRICE:	\$[]	\$[1.8900]	\$[1.9200]	\$[1.9200]	
COST EFFECTIVE DATE: [1][APR][90]					
DD MMM YY					
[] WHEN FINISHED ENTERING/REVIEWING DATA DEPRESS <ESC>					
[] : []					
Valid SOURCE CODES: 'A', 'B', 'C', 'D', 'E', 'F', 'J', 'X', 'Y'					

Figure 7.2-6. Master Item File Maintenance - Modify Item Screen (AJK-800).

a. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field. See paragraph 7.2.4.1 for an explanation of the data codes.

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b. The following temporary source code changes can be made:

<u>FROM</u>	<u>TO</u>	<u>FROM</u>	<u>TO</u>
BPA	LP Non-BPA	DSCP	LP Non-BPA
BPA	DSCP	DSCP	Commissary
BPA	DSO	DSO	BPA
BPA	Commissary	DSO	LP Non-BPA
LP Non-BPA	BPA	DSO	Commissary
LP Non-BPA	DSCP	Commissary	BPA
LP Non-BPA	DSO	Commissary	LP Non-BPA
LP Non-BPA	Commissary	Commissary	DSCP
DSCP	BPA	Commissary	DSO

NOTE: You can change any regular source code item to any other valid code except J (Ingredient Prep Facility). Any changes you make will become effective after the end-of-day run is complete.

c. To change a price during the current month (non-STORES items), enter a new value over the old and press [ENTER]. A message is displayed: **THE PRICE OF _____ WILL BECOME EFFECTIVE AFTER END OF DAY CYCLE IS RUN.** Then, the cursor moves to the NEXT MONTH field.

d. Continue entering your changes as needed.

e. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC]. A series of messages is displayed and the Transaction Output File is updated. Then, the Master Item File Command Menu is displayed.

OR

(2) To cancel your entries, leave this field blank and press [ESC]. A message is displayed: **FILES WERE NOT UPDATED.** Then, the Master Item File Command Menu is displayed.

f. When the item you want to change is already selected for a source code change, the Master Item File Maintenance - Modify Item Screen (fig. 7.2-6.1) is displayed.

g. Use this screen (fig. 7.2-6.1) to confirm modification of current or future data for an item already selected for a source code change. The cursor is positioned in the completed CONFIRM INDICATOR field.

[MASTER ITEM FILE MAINTENANCE]
DATE: [17 Jun 90]	[MODIFY ITEM]	AJK-720
The entered TIIN, [682-6705, is scheduled for a source of supply change at the End of Day (Today).		
Please enter ``C`` to modify the current data or ``F`` to modify the future data. [C]		
WHEN FINISHED ENTERING DATA DEPRESS <ECS>		
Enter `C` or `F`		

Figure 7.2-6.1. Master Item File Maintenance - Modify Item Screen (AJK-720)

(1) Press [ESC] to modify current data for this item. The Master Item File Maintenance - Modify Item Screen AJK-800 is displayed with the original source code. You can enter a new source code or change other data.

OR

(2) Enter F and press [ESC] to modify future data. The Master Item File Maintenance - Modify Item Screen AJK-800 is displayed with the latest source code change. You can enter new data.

h. When you finish your entries, press [ESC]. See paragraph 7.2.6 for processing instructions.

7.2.7 Flag Item for Deletion Process. To delete a record on the MIF, select D from the Master Item File Command Menu. The Flag Item for Deletion Screen (fig. 7.2-7) is displayed. The cursor is positioned in the TIIN field.

DATE: 18 May 92	MASTER ITEM FILE MAINTENANCE FLAG ITEM FOR DELETION	AJK-877
<div style="margin-bottom: 20px;">TIIN: 577-4526</div> <div>WHEN FINISHED ENTERING DATA DEPRESS <ESC></div>		
Enter the TIIN of the item you wish to modify/delete and press <ENTER>.		

Figure 7.2-7. Flag Item for Deletion Screen (AJK-877).

- a. Enter a TIIN and press [ESC]. The MIF Flag Item for Deletion Screen AJK-800 is displayed. See paragraph 7.2.8 for processing instructions.
- b. If the TIIN is invalid, an error message is displayed. The cursor moves back to that field.

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c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.2.9 for processing instructions.

7.2.8 MIF Flag Item for Deletion Screen AJK-800. Use this screen (fig. 7.2-8) to review and confirm the data you want to delete.

[
DATE: [17 Jun 90]		MASTER ITEM FILE MAINTENANCE		AJK-800
[FLAG ITEM FOR DELETION]				
NSN/MCN:	[8915-00-577-4526]	SOURCE CODE:	[D]	
UNIT OF ISSUE:	[CN]	ITEM NAME:	[BEANS, LIMA #10]	
UNIT PACK:	[CS]	INTENSIVE MANAGEMENT CODE:	[]	
UNIT PACK QUANTITY:	[6]	PERISHABILITY CODE:	[S]	
CONDIMENT INDICATOR:	[]	RECIPE CONVERSION FACTOR:	[6.5630]	
CURRENT MONTH				
PREVIOUS MONTH		CURRENT MONTH		PRICE CHANGE
ITEM PRICE:	\$[3.3200]	\$[3.3200]	\$[3.3200]	\$[3.3400]
COST EFFECTIVE DATE: [1] [APR] [90]				
DD MMM YY				
[] WHEN FINISHED ENTERING/REVIEWING DATA DEPRESS <ESC>				
[CONFIRM INDICATOR:] []				
Must enter 'C' to Confirm or leave blank to Cancel and press <ESC>.				

Figure 7.2-8. MIF Flag Item for Deletion Screen (AJK-800).

a. After you finish reviewing the data, press [ESC]. The CONFIRM INDICATOR field is displayed.

b. Enter C and press [ESC]. Two messages are displayed: **UPDATING DATA BASE . . . PLEASE WAIT**; then, **ITEM SUCCESSFULLY FLAGGED FOR DELETION**. Then, the Master Item File Command Menu is displayed.

OR

c. If you don't want to delete the record, leave the field blank and press [ESC]. A message is displayed: **ITEM WAS NOT FLAGGED FOR DELETION**. Then, the Master Item File Command Menu is displayed.

7.2.9 Process Interrupt Ring Menu. Use this ring menu (fig. 7.2-9) to continue processing, start over, return to the Master Item File Command Menu, or exit processing.

PROCESS INTERRUPT: Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing on this screen.

Figure 7.2-9. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the Master Item File Maintenance Screen AJK-877 is displayed. You can add, modify, or delete an item from the MIF.
- c. Select Discard & Return and the Master Item File Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.2.10 Outputs. No reports are printed during this process.

7.3 Enter BDFA Subfunction. Use this subfunction to enter the monetary value of the basic daily food allowance (BDFA). You can enter the BDFA for the current or next month.

7.3.1 Processing Restrictions. You must run this subfunction before the SA runs the End of Month process. If you enter change the BDFA after the beginning of the month updates will take effect after the End of Day cycle is run.

7.3.2 Processing Materials. You are required to have the US Army Quartermaster School (QMS) Army Center of Excellence (ACES) provide the BDFA information before you can run this subfunction. You can obtain the BDFA by accessing the ACES website at www.quartermaster.army.mil/ACES/ anytime after the 28th of the month for the next month.

7.3.3 Basic Daily Food Allowance Enter Screen AJK-725. To enter the BDFA, select B from the File Maintenance Command Menu. The BDFA Entry Screen (fig. 7.3-1A) is displayed.

- a. Use this screen to enter BDFA data for the current or next month. The cursor is positioned in the month data entry field.

[
DATE: [22 May 01]	BASIC DAILY FOOD ALLOWANCE ENTRY	AJK-725
ENTER C FOR CURRENT MONTH OR N FOR NEXT MONTH []		
ENTER THE BDFA []		
DEPRESS <ESC> WHEN FINISHED ENTERING. []		
PLEASE ENTER C FOR CURRENT MONTH OR N FOR NEXT MONTH.		
]		

Figure 7.3-1A. Basic Daily Food Allowance Entry Screen (AJK-725).

b. Enter “C” for the current month or “N” for next month and press [ENTER]. The cursor moves to the ENTER THE BDFA data entry field. Enter the BDFA in whole dollars (for example, \$6.75) and press [ENTER] as shown below (fig. 7.3-1B).

[
DATE: [22 May 01]	BASIC DAILY FOOD ALLOWANCE ENTRY	AJK-725
ENTER C FOR CURRENT MONTH OR N FOR NEXT MONTH [C]		
ENTER THE BDFA [\$6.75]		
DEPRESS <ESC> WHEN FINISHED ENTERING. []		
]		

Figure 7.3-1B. Basic Daily Food Allowance Entry Screen (AJK-725).

- c. Press [ESC]. A series of informational message is displayed on the screen:
 - (1) Updating Database. Please Wait.
 - (2) Database updates have successfully completed.
 - (3) Changes will take effect after next End of Day cycle.
- d. After all messages are displayed the File Maintenance Command Menu is displayed.

7.3.4 Process Interrupt Ring Menu. Use this ring menu (fig. 7.3-2) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

PROCESS INTERRUPT: Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing on this screen.

Figure 7.3-2. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the BDFA Entry Screen AJK-725 is displayed. You can enter the BDFA for the current or next month.
- c. Select Discard & Return and the File Maintenance Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.3.5 Outputs.

a. The BDFA - Meal Value Report (PCN AJK-4I1) is printed for the month in which the BDFA is computed. This report also reflects the full holiday meal allowance (when applicable) for dining facilities that have supplemental allowances. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03.

7.4 Customer Information File Subfunction. Use the Customer Information File subfunction to add, modify, or delete customers. The Customer Information File stores the identification codes, names, addresses, points of contact, phone numbers, and financial data for your customers. This file must be kept current because the information is used throughout TISA processing and for STANFINS. This subfunction contains five processes and two exit options:

- a. Add Customer (para 7.4.4).
- b. Modify Customer - Current General Information (para 7.4.5).
- c. Modify Customer - Current Financial Information (para 7.4.6).
- d. Modify Customer - Future Financial Information (para 7.4.7).
- e. Flag Customers for Deletion (para 7.4.8).

7.4.1 Processing Restrictions. There are some restrictions when adding a new STORES NT customer to the CIF. See paragraph 3.1.2.3 of the STORES NT User's Guide for further information.

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7.4.2 Processing Materials. Use the letter of agreement provided by the unit or other service branches to complete these processes. These letters should contain billing information provided by their Finance Office.

7.4.3 Customer Information Command Menu Screen AJK-714. To review the Customer Information File processes, select D from the File Maintenance Command Menu. The Customer Information Command Menu (fig. 7.4-1) is displayed.

CUSTOMER INFORMATION COMMAND OPTIONS: A B C D E R X		
ADD NEW CUSTOMER'S GENERAL AND FINANCIAL INFORMATION		
[
DATE: [04 Apr 92]	CUSTOMER INFORMATION COMMAND MENU	AJK-714
OPTION CODE	DESCRIPTION	
A	ADD CUSTOMER	
B	MODIFY CUSTOMER - CURRENT GENERAL	
C	MODIFY CUSTOMER - CURRENT FINANCIAL	
D	MODIFY CUSTOMER - FUTURE FINANCIAL	
E	FLAG CUSTOMER FOR DELETION	
R	RETURN TO FILE MAINTENANCE COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.		OPTION CODE: []

Figure 7.4-1. Customer Information Command Menu (AJK-714) .

7.4.4 Add Customer Process. Use this process to add an identification code, name, address, phone number, and financial information for a new customer.

7.4.4.1 Customer Information - Add Customer Screen AJK-760. To add a customer, select A from the Customer Information Command Menu. The Customer Information - Add Customer Screen (fig. 7.4-2) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: [20 Apr 92]	CUSTOMER INFORMATION ADD CUSTOMER	AJK-760
<p>CUSTOMER ID: YDW001</p> <p>WHEN FINISHED ENTERING DATA, DEPRESS <ESC></p>		
Depress <ENTER> if you wish to change data entered.		

Figure 7.4-2. Customer Information - Add Customer Screen (AJK-760).

a. Enter the new customer ID code and press [ESC]. The General Customer Information - Add Customer Screen AJK-727 (fig. 7.4-3) is displayed.

(1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.

(2) An error message is displayed for an invalid entry and the cursor moves back to that field.

b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.4.2 General Customer Information - Add Customer Screen AJK-727. Use this screen (fig. 7.4-3) to enter the name, address, and point of contact for the customer you are adding.

```
[
DATE:  [21 Jun 90]                GENERAL CUSTOMER INFORMATION                AJK-727
                                [ADD CUSTOMER]

CUSTOMER ID:                      [YDW001]
CUSTOMER NAME:                    [50TH MI GROUP                ]
CUSTOMER ADDRESS:                 [BLDG 1234                    ]
CUSTOMER CITY:                    [FT LEE                        ]
CUSTOMER STATE:                   [VA                           ]
CUSTOMER ZIP:                     [23801-0000]
POINT OF CONTACT NAME:            [J. JONES                ]
POINT OF CONTACT TELEPHONE:

        COMMERCIAL:               [(804) 555-1234]
        EXT:                       [0348]
        AUTOVON:                   [666-1234]

        [      ] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]
                                [      ] [      ]

Depress <ENTER> if you wish to change data entered.
```

Figure 7.4-3. General Customer Information - Add Customer Screen (AJK-727).

- a. The cursor is positioned in the CUSTOMER NAME field. Enter the customer's name and press [ENTER]. **Remember**; STORES NT customers must have (PV) added at the end of their name.
- b. Enter the customer's address or location and press [ENTER].
- c. Enter the city and press [ENTER].
- d. Enter the two character abbreviation for the state and press [ENTER].
- e. Enter the five or nine-digit zip code and press [ENTER].
- f. Enter the name of the customer's point of contact and press [ENTER].
- g. Enter the commercial phone number (include the area code) and press [ENTER].

- h. Enter the extension number (optional) and press [ENTER].
- i. Enter the AUTOVON number (must all be numeric) and press [ENTER].
- j. When you finish your entries, press [ESC]. The Financial Customer Information - Add Customer Screen AJK-724 is displayed.
- k. An error message is displayed for an invalid entry and the cursor moves back to that field.

7.4.4.3 Financial Customer Information - Add Customer Screen AJK-724. Use this screen (fig. 7.4-4) to enter financial data for the customer you are adding. This screen displays the customer ID code, name, and effective month. The cursor is positioned in the APC field.

[]			
DATE: [20 Apr 92]		FINANCIAL CUSTOMER INFORMATION				AJK-724	
[ADD CUSTOMER]							
CUSTOMER ID:		[YDW001]					
CUSTOMER NAME:		[50TH MI GROUP]					
MONTH EFFECTIVE:		[APR]					
APC:	[]	TYPE OF ACCOUNT:	[O]		
FUND CODE:	[JK]			ABSTRACT CODE:	[F]		
BILL TO DODAAC:	[W26XXX]			STATUS CODE:	[A]		
DELIVERY LOCATION:	[BLDG 1]		MRE CUSTOMER ID:	[YDW001]		
VRGC TRANSACTION NAME:	[MI INTEL GRP]	LRP CUSTOMER ID	[YDW001]		
SUPPLEMENTARY ALLOWANCE PERCENTAGE:							
		ARCS: [.10]		FRIS: [.00]			
[] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]							
[CONFIRM INDICATOR:][C]							
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.							

Figure 7.4-4. Financial Customer Information - Add Customer Screen (AJK-724).

a. You can get the information to complete the following entries from your local Finance Office.

- (1) Enter the account processing code and press [ENTER].

OR

- (2) Enter the fund code and press [ENTER].

(3) Enter the bill to DODAAC code and press [ENTER].

(4) Enter the delivery location and press [ENTER].

(5) Enter the VRGC transaction name and press [ENTER].

(6) Enter one of the type account codes listed below and press [ENTER]. The customer ID code is displayed in the MRE and LRP CUSTOMER ID fields.

NOTE: For customers that have an abstract code of A or O and type customer account of O, the appropriate MRE or LRP activity codes are displayed in those fields. If an MRE or LRP customer does not exist, the customer's activity code is displayed in the MRE or LRP CUSTOMER ID fields on Screen AJK-724. For all other type accounts, the activity code of that customer is displayed in the MRE and LRP fields.

(a) A - ARCS

(b) F - FRIS

(c) O - Other

(d) N - None

(7) Enter one of the abstract codes listed below and press [ENTER].

(a) A or O for account type A

(b) F or O for account type O

(d) O for account type N

(8) Enter one of the status codes from the bottom of your screen, and press [ENTER]. The cursor moves to the completed MRE CUSTOMER ID field.

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(a) Change the MRE customer ID code (if applicable) by entering new data over the old, and press [ENTER]. The cursor moves to the LRP CUSTOMER ID field.

OR

(b) Press [ENTER] with no entry and the cursor moves to the LRP CUSTOMER ID field. Enter new data over the old (if applicable) and press [ENTER]. The cursor moves to the ARCS field.

(9) When the customer is authorized a supplemental allowance, enter the decimal percentage (.01 through .99) in the ARCS or FRIS field and press [ENTER].

NOTE: The Supplemental Allowance field has been expanded to allow up to a 99 percent (.99) increase in the BDFA. Users are reminded that the installation may approve up to a 15 percent increase. A Supplemental Allowance greater than 15 percent must be approved by ACES.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC] to confirm your entries. The following messages are displayed: **Updating database. Please wait. CAH record successfully added. Customer ____ successfully added.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry. A message is displayed: **CUSTOMER ____ WAS NOT ADDED.** Then, the Customer Information Command Menu is displayed.

OR

c. Press [ENTER] and the cursor moves back to the APC field. You can correct your entries.

7.4.5 Modify Customer - Current General Information Process. Use this process to review and change the name, address, point of contact, and phone numbers for a customer.

7.4.5.1 Modify Customer - Current General Screen AJK-760. To change general information about a customer, select B from the Customer Information Command Menu. The Modify Customer - Current General Screen (fig. 7.4-5) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: 20 May 92	CUSTOMER INFORMATION	AJK-760
MODIFY CUSTOMER - CURRENT GENERAL		
<p>CUSTOMER ID: YDW002</p> <p>WHEN FINISHED ENTERING DATA, DEPRESS <ESC></p>		
Depress <ENTER> if you wish to change data entered.		

Figure 7.4-5. Modify Customer - Current General Screen (AJK-760).

- a. Enter the customer ID code and press [ESC]. The Current General Information - Modify Customer Screen AJK-727 (fig. 7.4-6) is displayed.
 - (1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.
 - (2) An error message is displayed for an invalid entry and the cursor moves back to that field.

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b. When the customer account is flagged for deletion, the message: **THE CUSTOMER ENTERED IS FLAGGED FOR DELETION. ENTER 'Y' TO UNFLAG CUSTOMER OR LEAVE BLANK AND DEPRESS <ENTER>** is displayed.

(1) To remove the deletion flag, enter Y and press [ENTER]. The flag is removed and the General Customer Information - Modify Current Screen AJK-727 is displayed.

OR

(2) If you don't want to remove the flag, press [ENTER]. The Customer Information Command Menu is displayed.

c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.5.2 General Customer Information - Modify Current Screen AJK-727. Use this screen (fig. 7.4-6) to review and change the general customer information. This screen displays the customer ID code, name, and address, as well as the name and phone number of the point of contact.

[]
DATE: [20 May 92]	GENERAL CUSTOMER INFORMATION	AJK-727	
[MODIFY CURRENT]			
CUSTOMER ID:	[YDW002]		
CUSTOMER NAME:	[50TH MI GROUP]	
CUSTOMER ADDRESS:	[BLDG 1234]	
CUSTOMER CITY:	[FT LEE]	
CUSTOMER STATE:	[VA]		
CUSTOMER ZIP:	[23801-0000]		
POINT OF CONTACT NAME:	[J. JONES]	
POINT OF CONTACT TELEPHONE:			
COMMERCIAL:	[(804) 555-1234]		
EXT:	[
AUTOVON:	[666-1234]		
[] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]			
[CONFIRM INDICATOR:][C]			
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.			

Figure 7.4-6. General Customer Information - Modify Current Screen (AJK-727).

a. The cursor is positioned in the CUSTOMER NAME field. Enter new data over the old and press [ENTER]. The cursor moves to the next field.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC] to confirm your entries. Two messages are displayed: **Updating database. Please wait. General information for ____ successfully updated.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry. A message is displayed: **GENERAL INFORMATION FOR CUSTOMER ____ WAS NOT UPDATED.** Then, the Customer Information Command Menu is displayed.

7.4.6 Modify Customer - Current Financial Information Process. Use this process to review and change the delivery location, bill to DODAAC, account processing or fund code, VRGC transaction name, type of account, abstract code, status code, and supplemental allowance percentage for an ARCS or FRIS customer.

7.4.6.1 Modify Customer - Current Financial Information Warning Screen. To modify current financial information for a customer, select C from the Customer Information Command Menu.

a. A Warning Screen (fig. 7.4-7) is displayed telling you to reverse any incorrect charges against the customer's account before you make financial information changes. See paragraph 5.8 for processing and reversal instructions.

```

# # #      ##      #####      #      #      ###      #      #      #####      ###      ###
# # #      # #      #      #      ##      #      #      ##      # #      ###      ###
# # #      #      #      #      #      # #      #      #      # #      # #      ###      ###
# # #      #      #      #####      # #      #      #      #      # #      # #      #      #
# # #      #####      #      #      #      #      #      #      #      #      #      #
# # #      #      #      #      #      #      #      #      #      #      #      #      #
## ##      #      #      #      #      ##      ###      #      ##      #####      ###      ###

#####
#
# ANY BUSINESS CONDUCTED AGAINST THE CUSTOMER PRIOR TO THIS CHANGE HAS
# BEEN POSTED TO THE BILLING ACCOUNT WHICH IS CURRENTLY IN THE RECORD.
# IF THE BILLING ACCOUNT WAS INCORRECT, THE CHARGES AGAINST THE INCORRECT
# ACCOUNT MUST BE REVERSED BEFORE THE FINANCIAL INFORMATION IS CHANGED.
#
#####
  OPTION      OPTION DESCRIPTION
    1          CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
    2          CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

          ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

          OPTION:

```

Figure 7.4-7. Modify Customer - Current Financial Information Warning Screen.

b. Select 1 and press [ENTER] to continue this process. The Modify Customer - Current Financial Screen AJK-760 is displayed.

c. Select 2 and press [ENTER] to cancel this process. The Customer Information Command Menu is displayed.

7.4.6.2 Modify Customer - Current Financial Screen AJK-760. Use this screen (fig. 7.4-8) to enter the ID code for the customer you want to review. The cursor is positioned in the CUSTOMER ID field.

DATE: 20 May 92	CUSTOMER INFORMATION	AJK-760
MODIFY CUSTOMER - CURRENT FINANCIAL		
<p>CUSTOMER ID: YDW002</p> <p>WHEN FINISHED ENTERING DATA, DEPRESS <ESC></p>		
Depress <ENTER> if you wish to change data entered.		

Figure 7.4-8. Modify Customer - Current Financial Screen (AJK-760).

a. Enter the customer ID code and press [ESC]. The Financial Customer Information - Modify Current Screen AJK-724 is displayed. See paragraph 7.4.6.3 for processing instructions.

(1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.

(2) An error message is displayed for an invalid entry and the cursor moves back to that field.

b. When the customer account is flagged for deletion, a message is displayed: **THE CUSTOMER ENTERED IS FLAGGED FOR DELETION, ENTER 'Y' TO UNFLAG CUSTOMER OR LEAVE BLANK AND DEPRESS <ENTER>.**

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(1) To remove the deletion flag, enter Y and press [ENTER]. The flag is removed and the Financial Customer Information - Modify Current Screen AJK-724 is displayed.

OR

(2) If you don't want to remove the flag, press [ENTER]. The Customer Information Command Menu is displayed.

c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.6.3 Financial Customer Information - Modify Current Screen AJK-724. Use this screen (fig. 7.4-9) to change the current financial information for a customer. This screen displays the customer ID code and name, effective account month, delivery location, bill to DODAAC, account processing or fund code, VRGC transaction name, type of account, abstract code, status code, and supplementary allowance percentages for ARCS or FRIS.

[]
DATE:	[20 Apr 93]	FINANCIAL CUSTOMER INFORMATION	AJK-724	
[MODIFY CURRENT]				
CUSTOMER ID:	[YDW002]			
CUSTOMER NAME:	[500TH MI GROUP]			
MONTH EFFECTIVE:	[MAY]			
APC:	[L1A0]	TYPE OF ACCOUNT	[A]	
FUND CODE:	[AX]	ABSTRACT CODE:	[A]	
BILL TO DODAAC:	[W26YYY]	STATUS CODE:	[A]	
DELIVERY LOCATION:	[BLDG1]	MRE CUSTOMER ID	[YDW001]	
VRGC TRANSACTION NAME:	[ACTIVE ARMY]	LRP CUSTOMER ID	[YDW001]	
SUPPLEMENTARY ALLOWANCE PERCENTAGE:				
	ARCS: [.10]	FRIS: [.00]		
[] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]				
[CONFIRM INDICATOR:][C]				
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.				

Figure 7.4-9. Financial Customer Information - Modify Current Screen (AJK-724).

a. The cursor is positioned in the APC field. Enter new data over the old and press [ENTER]. The cursor moves to the next field.

b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter C and press [ESC] to confirm your entries. Two messages are displayed: **Updating database. Please wait. Current financial information for ____ successfully updated.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry. A message is displayed: **Current financial information for customer ____ was not updated.** Then, the Customer Information Command Menu is displayed.

7.4.7 Modify Customer - Future Financial Information Process. Use this process to review and change the delivery location, bill to DODAAC, and the type of account for a customer.

7.4.7.1 Modify Customer - Future Financial Screen AJK-760. To modify the future financial information for a customer, select D from the Customer Information Command Menu. The Modify Customer - Future Financial Screen (fig. 7.4-10) is displayed. The cursor is positioned in the CUSTOMER ID field.

DATE: 20 Jul 91	CUSTOMER INFORMATION	AJK-760
MODIFY CUSTOMER - FUTURE FINANCIAL		
<div style="text-align: center; margin-top: 100px;">CUSTOMER ID: YDW002 MONTH EFFECTIVE: AUG</div> <div style="text-align: center; margin-top: 50px;">WHEN FINISHED ENTERING DATA, DEPRESS <ESC></div>		
Depress <ENTER> if you wish to change data entered.		

Figure 7.4-10. Modify Customer - Future Financial Screen (AJK-760).

- a. Enter the customer ID code and press [ENTER].
- b. Enter the month you want the changes to take place.
- c. Press [ESC] and the Financial Customer Information - Modify Future Screen AJK-724 is displayed. See paragraph 7.4.7.2 for processing instructions.

(1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.

(2) An error message is displayed for an invalid entry and the cursor moves back to that field.

d. When the customer account is flagged for deletion, a message is displayed: **THE CUSTOMER ENTERED IS FLAGGED FOR DELETION. ENTER 'Y' TO UNFLAG CUSTOMER OR LEAVE BLANK AND DEPRESS <ENTER>.**

(1) To remove the deletion flag, enter Y and press [ENTER]. The flag is removed and the Financial Customer Information - Modify Future Screen AJK-724 is displayed.

OR

(2) When you don't want to remove the flag, press [ENTER]. The Customer Information Command Menu is displayed.

e. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

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7.4.7.2 Financial Customer Information - Modify Future Screen AJK-724. Use this screen (fig. 7.4-11) to change future financial information for the customer. This screen displays the customer ID code and name, effective account month, delivery location, bill to DODAAC, account processing or fund code, VRGC transaction name, type of account, abstract and status codes. Also supplementary allowance percentages for ARCS or FRIS customers.

[]
DATE:	[20 Jul 91]	FINANCIAL CUSTOMER INFORMATION		AJK-724
[MODIFY FUTURE]				
CUSTOMER ID:	[YDW002]			
CUSTOMER NAME:	[500TH MI GROUP]
MONTH EFFECTIVE:	[AUG]			
APC:	[L1A0]	TYPE OF ACCOUNT	[A]	
FUND CODE:	[AX]	ABSTRACT CODE:	[A]	
BILL TO DODAAC:	[W26YYY]	STATUS CODE:	[A]	
DELIVERY LOCATION:	[BLDG 2	MRE CUSTOMER ID:	[YDW001]	
VRGC TRANSACTION NAME:	[ACTIVE ARMY	LRP CUSTOMER ID:	[YDW001]	
SUPPLEMENTARY ALLOWANCE PERCENTAGE:				
	ARCS: [.10]	FRIS: [.00]		
[] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]				
[CONFIRM INDICATOR:][C]				
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.				

Figure 7.4-11. Financial Customer Information - Modify Future Screen (AJK-724).

- a. The cursor is positioned in the APC field. Enter new data over the old and press [ENTER]. The cursor moves to the next field.
- b. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - (1) Enter C and press [ESC] to confirm your entries. Two messages are displayed:
Updating database. Please wait. Future financial information for customer successfully modified. Then, the Customer Information Command Menu is displayed.

OR

- (2) Press [ESC] with no entry to cancel your entries. A message is displayed:
Future financial information for customer _____ was not updated. Then, the Customer Information Command Menu is displayed.

7.4.8 Flag Customer for Deletion Process. Use this process to flag a customer account for deletion. You can review the data before you flag it.

7.4.8.1 Flag Customer for Deletion Screen AJK-760. To flag a customer for deletion, select E from the Customer Information Command Menu. The Flag Customer for Deletion Screen (fig. 7.4-12) is displayed. Customers with open DVD requirements, orders, or receipts can't be flagged for deletion. The cursor is positioned in the CUSTOMER ID field.

NOTE: You are only flagging the record for deletion at this point. The actual deletion occurs after the account is closed and the VRGC Closing Process is run. See paragraph 6.15 for processing and closing instructions.

DATE: 20 May 92	CUSTOMER INFORMATION FLAG CUSTOMER FOR DELETION	AJK-760
<p>CUSTOMER ID: YDW003</p> <p>WHEN FINISHED ENTERING DATA, DEPRESS <ESC></p>		
Depress <ENTER> if you wish to change data entered.		

Figure 7.4-12. Flag Customer for Deletion Screen (AJK-760).

a. Enter the customer ID code and press [ESC]. The General Customer Information - Flag for Delete Screen AJK-727 (fig. 7.4-13) is displayed.

(1) To choose a different customer or make corrections, press [ENTER] and the cursor moves back to that field.

(2) An error message is displayed for an invalid entry and the cursor moves back to that field.

b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.4.9 for processing instructions.

7.4.8.2 General Customer Information - Flag for Delete Screen AJK-727. Use this screen (fig. 7.4-13) to view customer information before you flag the account.

[]	
DATE:	[20 May 92]	GENERAL CUSTOMER INFORMATION	AJK-727
[FLAG FOR DELETE]			
CUSTOMER ID:	[YDW003]		
CUSTOMER NAME:	[500TH MI GROUP]
CUSTOMER ADDRESS:	[BLDG 1234]
CUSTOMER CITY:	[FT LEE]
CUSTOMER STATE:	[VA]		
CUSTOMER ZIP:	[23801-0000]		
POINT OF CONTACT NAME:	[J. JONES]
POINT OF CONTACT TELEPHONE:			
	COMMERCIAL:	[(804) 555-1234]	
	EXT:	[]	
	AUTOVON:	[666-1234]	
	[]	[WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]	
		[] []	

Figure 7.4-13. General Customer Information - Flag for Delete Screen (AJK-727).

a. When you finish your review, press [ESC]. The Financial Customer Information - Flag for Delete Screen AJK-724 (fig. 7.4-14) is displayed. See paragraph 7.4.8.3 for processing instructions

b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed.

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7.4.8.3 Financial Customer Information - Flag for Delete Screen AJK-724. Use this screen (fig. 7.4-14) to view the customer's financial information before you flag the account.

[]
DATE:	[20 May 92]	FINANCIAL CUSTOMER INFORMATION		AJK-724
[FLAG FOR DELETE]				
CUSTOMER ID:	[YDW003]			
CUSTOMER NAME:	[500TH MI GROUP]	
MONTH EFFECTIVE:	[JUN]			
APC:	[L1A0]	TYPE OF ACCOUNT	[A]	
FUND CODE:	[AX]	ABSTRACT CODE:	[A]	
BILL TO DODAAC:	[W26YYY]	STATUS CODE:	[A]	
DELIVERY LOCATION:	[BLDG 1]	MRE CUSTOMER ID:	[YDW001]	
VRGC TRANSACTION NAME:	[ACTIVE ARMY]	LRP CUSTOMER ID	[YDW001]
SUPPLEMENTARY ALLOWANCE PERCENTAGE:				
ARCS: [.10] FRIS: [.00]				
[] [WHEN FINISHED ENTERING DATA, DEPRESS <ESC>]				
[CONFIRM INDICATOR:][C]				
Enter 'C' to confirm or leave blank to cancel and depress <ESC>.				

Figure 7.4-14. Financial Customer Information - Flag for Delete Screen (AJK-724).

a. When you finish your review, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter C and press [ESC] to confirm your entries. Two messages are displayed: **Updating database. Please wait. Customer ____ successfully flagged for deletion.** Then, the Customer Information Command Menu is displayed.

OR

(2) Press [ESC] with no entry if you don't want to delete the record. A message is displayed: **Customer ____ was not flagged for deletion.** Then, the Customer Information Command Menu is displayed.

7.4.9 Process Interrupt Ring Menu. Use this ring menu (fig. 7.4-15) to continue processing, start over, return to the Customer Information Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN eXit
Ignore interrupt and continue normal processing on this screen

Figure 7.4-15. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Customer Information Screen AJK-760 is displayed. You can select another customer ID to add, modify, or delete.

NOTE: Screen AJK-760 is used throughout the CIF processes. The appropriate screen (fig. 7.4-2, 7.4-5, 7.4-8, 7.4-10, or 7.4-12) is displayed depending on the process you are using when you decide to interrupt.
--

- c. Select DISCARD & RETURN and the Customer Information Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.4.10 Outputs. No reports are printed during this process.

7.5 Vendor Information File Subfunction. Use the Vendor Information File (VIF) subfunction to add, modify, or delete vendors and vendor information. This subfunction contains four processes and two exit options:

- a. Add New Vendor and Vendor Contract Information (para 7.5.4).
- b. Modify Basic Vendor Information (para 7.5.5).
- c. Modify Vendor Contract Information (para 7.5.6).
- d. Delete Vendor and Vendor Contract Information (para 7.5.7).

7.5.1 Processing Restrictions. This process is NOT used to add vendors that are on the STORES NT Catalog. STORES vendors are added using the Reload New SPVI Catalog Process (para 3.2.8.1) and the Maintain Prime Vendor Files Processes (para 3.2.10) in the STORES NT User's Guide.

7.5.2 Processing Materials. Use the final contract award document to complete these processes (Non-STORES vendors only).

7.5.3 Vendor Information Command Menu Screen AJK-790. To view the Vendor Information processes, select E from the File Maintenance Command Menu. The Vendor Information Command Menu (fig. 7.5.1) is displayed.

VENDOR INFORMATION FILE MAINTENANCE MENU: A B C D R X		
ADD NEW VENDOR AND VENDOR CONTRACT INFORMATION		
[
DATE: [20 JAN 92]	VENDOR INFORMATION COMMAND MENU	AJK-790
OPTION CODE	DESCRIPTION	
A	ADD NEW VENDOR AND VENDOR CONTRACT INFORMATION	
B	MODIFY BASIC VENDOR INFORMATION	
C	MODIFY VENDOR CONTRACT INFORMATION	
D	DELETE VENDOR AND VENDOR CONTRACT INFORMATION	
R	RETURN TO FILE MAINTENANCE COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.		OPTION CODE: []

Figure 7.5-1. Vendor Information Command Menu Screen (AJK-800) .

7.5.4 Add New Vendor and Vendor Contract Information Process. Use this process to enter the vendor ID code, name, address, contract information, and delivery items for a new BPA or DVD vendor.

NOTE: STORES sites will add new vendors using the catalog download process. See section 12 of this manual for processing guidance.

7.5.4.1 Vendor Information Maintenance - Add Screen AJK-791. To add a vendor, select A from the Vendor Information Command Menu. The Vendor Information Maintenance - Add Screen (fig 7.5-2) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: [20 Jan 92]	VENDOR INFORMATION MAINTENANCE - [ADD]	AJK-791
<div style="text-align: center; margin-top: 100px;">VENDOR ID: [KWIC22] VENDOR NAME: [KWIC KREME CORP]</div> <div style="text-align: center; margin-top: 50px;">[] WHEN FINISHED ENTERING DATA, DEPRESS <ESC></div>		
Depress <ENTER> to change data entered.		

Figure 7.5-2. Vendor Information Maintenance - Add Screen (AJK-791) .

a. Enter the vendor ID code and press [ENTER]. You can use the following information to create a unique vendor ID code:

- (1) Positions 1 thru 4 - Use the first four letters of the vendor's name.
- (2) Position 5 - Use the last number of the fiscal year.
- (3) Position 6 - Use the contract sequence number for this vendor during the current fiscal year.
- (4) For example, Kwic Kreme Corporation was awarded its first contract on 1 Oct 91 (FY 92). The vendor ID code is KWIC21. It was awarded a second contract on 1 Jan 92. The vendor ID code is KWIC22.

- b. Enter the vendor's name in the VENDOR NAME field.
- c. Press [ESC] and the Vendor Information Maintenance - Add Screen AJK-749 is displayed.

7.5.4.2 Vendor Information Maintenance - Add Screen AJK-749. Use this screen (fig. 7.5-3) to enter contract information for a BPA or DVD vendor. This screen displays data entry fields for the vendor address, point of contact name and phone number; category, payment periods, contract number, and the beginning and ending dates. The cursor is positioned in the VENDOR NAME field.

[
DATE: [20 Jan 92]	VENDOR INFORMATION MAINTENANCE - [ADD]		AJK-749]
VENDOR ID: [KWIC22]	VENDOR NAME: [KWIC KREME CORP]		
ADDRESS: [123 MAIN ST]		
[]			
CITY: [RICHMOND]	STATE: [VA]	ZIP: [74646-0000]	
POC NAME: [B. SMITH]	POC PHONE:[(805) 555-1234]		
WILL VENDOR DELIVER DIRECTLY TO END USER CUSTOMER (Y/N) ? [Y] [DVD VENDOR]			
VENDOR CATEGORY: [D] [DAIRY]			
NUMBER OF PAYMENT PERIODS: [1]			
1 PAY PERIOD: [1] -[EOM]	2 PAY PERIODS: []-[]		
	[]-[]		
CONTRACT NUMBER: [ABCD00-00-A-1234]			
CONTRACT BEGIN DATE: [1][JAN][92]	CONTRACT END DATE:[31][AUG][92]		
	DD MMM YY	DD MMM YY	
[] WHEN FINISHED ENTERING/REVIEWING DATA, DEPRESS <ESC>			
[CONFIRM INDICATOR:][C]			
Enter 'C' to confirm or leave blank to cancel and depress <ESC>			

Figure 7.5-3. Vendor Information Maintenance - Add Screen (AJK-749) .

- a. Use the final contract award document to complete the following entries:
 - (1) Two lines are given to enter the address. Enter the address and move the cursor to the CITY field.
 - (2) Enter the city and press [ENTER].
 - (3) Enter the abbreviation for the state and press [ENTER].

- (4) Enter the five or nine-digit zip code and press [ENTER].
- (5) Enter the name of the point of contact (POC) and press [ENTER].
- (6) Enter the area code and phone number and press [ENTER]. The cursor moves to the WILL VENDOR DELIVER DIRECTLY TO END USER CUSTOMER (Y/N)? field.
- (7) If you are adding a DVD vendor, enter Y and press [ENTER]. Then, the phrase DVD VENDOR is displayed and the cursor moves to the VENDOR CATEGORY field.
 - (a) Enter the category code (B - Bakery, C - Beverage, D - Dairy) and press [ENTER]. The category for the code you enter is displayed.
 - (b) Enter the number of payment periods (1 or 2) and press [ENTER]. The cursor moves to the 2 PAY PERIODS field.
 - (c) If you select 1 pay period, press [ENTER] with no entry.
 - (d) If you select 2, enter the last day of the first pay period and press [ENTER].
- (8) If you are adding a BPA vendor, enter N and press [ENTER]. Then, the phrase BPA VENDOR is displayed and the cursor moves to the VENDOR CATEGORY field.
 - (a) Don't complete the VENDOR CATEGORY or NUMBER OF PAYMENT PERIOD fields for BPA vendors.
 - (b) Press [ENTER] to move the cursor to the CONTRACT NUMBER field.
- (9) Enter the contract number and press [ENTER].
- (10) Enter the contract beginning date and press [ENTER].
- (11) Enter the contract ending date and press [ENTER]. Do not enter a contract ending date for BPA vendors.
 - b. An error message is displayed for an invalid entry and the cursor moves back to that field.
 - c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
 - d. Enter C and press [ESC].

b. Use the contract award document and the Master Item File Report (PCN AJK-MIF) to complete the following entries:

(1) Enter the TIIN and press [ENTER]. The item name is displayed.

(2) Enter the contract price and press [ENTER]. You must type your entry again to verify it. A message is displayed: **THE PRICE OF ____ WILL BECOME EFFECTIVE AFTER THE END OF DAY CYCLE IS RUN**. Then, the cursor moves to the DVD DELIVERY DAYS field.

(3) Enter an X in the field of each scheduled delivery day. Use the [ENTER] or [RIGHT ARROW] key to skip days.

(4) Enter the contract sequence number and press [ENTER].

(5) Repeat steps (1) thru (4) to add more items.

c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

d. Enter C and press [ESC]. The DVD New Vendor Information Report (PCN AJK-3B1) is printed. Then, the Vendor Information Command Menu is displayed.

e. To start over, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

f. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.5.8 for processing instructions.

7.5.5 Modify Basic Vendor Information Process. Use this process to review and change the vendor's name and basic contract information.

7.5.5.1 Vendor Information Maintenance - Modify Screen AJK-791. To review and change basic vendor information, select B from the Vendor Information Command Menu. The Vendor Information Maintenance - Modify Screen (fig. 7.5-5) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: [20 JAN 92]	VENDOR INFORMATION MAINTENANCE - [MODIFY]	AJK-791
<div style="display: flex; justify-content: space-between; margin-top: 100px;"><div style="width: 30%;">VENDOR ID:</div><div style="width: 40%;">[KWIC21]</div><div style="width: 30%;"></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 30%;">VENDOR NAME:</div><div style="width: 40%;">[KWIC KREME CORP</div><div style="width: 30%;">]</div></div> <div style="text-align: center; margin-top: 50px;">[] WHEN FINISHED ENTERING DATA, DEPRESS <ESC></div>		
Depress <ENTER> to change data entered.		

Figure 7.5-5. Vendor Information Maintenance - Modify Screen (AJK-791) .

a. Enter the vendor ID code and press [ENTER]. The vendor's name is displayed in the VENDOR NAME field.

(1) An error message is displayed for an invalid entry and the cursor moves back to that field.

(2) To choose a different vendor, press [ENTER] and the cursor moves back to the VENDOR ID field. Enter another vendor ID code.

b. When you finish your changes, press [ESC]. The Vendor Information Maintenance - Modify Screen AJK-749 (fig. 7.5-6) is displayed.

c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.5.8 for processing instructions.

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7.5.5.2 Vendor Information Maintenance - Modify Screen AJK-749. Use this screen (fig. 7.5-6) to review and change basic vendor contract information. Current data for the vendor is displayed on this screen. The cursor is positioned in the VENDOR NAME field.

[]			
DATE: [20 Jan 92]		VENDOR INFORMATION MAINTENANCE - [MODIFY]		AJK-749			
VENDOR ID: [KWIC21]		VENDOR NAME: [KWIC KREME CORP]	
ADDRESS: [555 MAIN ST]	
[]							
CITY: [RICHMOND] STATE: [VA]		ZIP: [74646-0000]			
POC NAME: [B. SMITH]		POC PHONE:[(805) 555-1234]			
WILL VENDOR DELIVER DIRECTLY TO END USER CUSTOMER (Y/N) ? [Y] [DVD VENDOR]							
VENDOR CATEGORY: [D] [DAIRY]							
NUMBER OF PAYMENT PERIODS: [1]							
1 PAY PERIOD: [1] -[EOM]		2 PAY PERIODS: []-[]					
CONTRACT NUMBER: [ABCD00-00-A-1234]							
CONTRACT BEGIN DATE: [1][JAN][92]		CONTRACT END DATE:[31][AUG][92]					
DD MMM YY		DD MMM YY					
[] WHEN FINISHED ENTERING/REVIEWING DATA, DEPRESS <ESC>							
[CONFIRM INDICATOR:][C]							
Enter 'C' to confirm or leave blank to cancel and depress <ESC>							

Figure 7.5-6. Vendor Information Maintenance - Modify Screen (AJK-749) .

- a. Press [ENTER] to move the cursor to the field you want to change. You can't change the type of vendor, payment periods, contract number, or contract dates.
- b. Enter new data over the old and press [ENTER]. The cursor moves to the next field.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- d. Enter C and press [ESC]. A series of messages is displayed. Then, the Vendor Information Command Menu is displayed.
- e. To start over, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

7.5.6 Modify Vendor Contract Information Menu Screen AJK-793. To modify vendor contract information, select C from the Vendor Information Command Menu. The Vendor Information Maintenance - Modify Contract Information Menu (fig. 7.5-7) is displayed. You can add, modify, or delete contract information for DVD vendors.

MODIFY CONTRACT ITEMS MENU: A B C R X		
ADD ITEMS TO VENDOR'S CONTRACT		
[
DATE: [20 JAN 92]	MODIFY VENDOR CONTRACT INFORMATION MENU	AJK-793
OPTION CODE	DESCRIPTION	
A	ADD ITEMS TO VENDOR'S CONTRACT	
B	MODIFY ITEMS ON VENDOR'S CONTRACT	
C	DELETE ITEMS FROM VENDOR'S CONTRACT	
R	RETURN TO VENDOR INFORMATION COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: []		

Figure 7.5-7. Modify Vendor Contract Information Menu Screen (AJK-793) .

- a. Select A, B, or C to add, modify, or delete contract information and the Vendor Information Maintenance Add, Modify, or Delete Screen AJK-791 (fig. 7.5-8) is displayed.
- b. Select R and the Vendor Information Command Menu is displayed.
- c. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.5.6.1 Vendor Information Maintenance - Add, Modify, or Delete Screen AJK-791. Use this screen (fig. 7.5-8) to enter the vendor's ID code. The cursor is positioned in the VENDOR ID field.

DATE: [20 Jan 92]	VENDOR INFORMATION MAINTENANCE - [MODIFY]	AJK-791
<div style="text-align: center; margin-top: 100px;">VENDOR ID: [KWIC21] VENDOR NAME: [KWIC KREME CORP]</div> <div style="text-align: center; margin-top: 100px;">[] WHEN FINISHED ENTERING DATA, DEPRESS <ESC></div>		
Depress <ENTER> to change data entered.		

Figure 7.5-8. Vendor Information Maintenance - Add, Modify, or Delete Screen (AJK-791) .

- a. Enter the vendor ID code and press [ENTER]. The vendor's name is displayed.
- b. Press [ESC] and one of the following screens is displayed:
 - (1) Select A and the Vendor Information Maintenance - Add Screen AJK-799 is displayed. See paragraph 7.5.6.2 for processing instructions.
 - (2) Select B and the Vendor Information Maintenance - Modify Screen AJK-853 is displayed. See paragraph 7.5.6.3 for processing instructions.
 - (3) Select C and the Vendor Information Maintenance - Delete Screen AJK-854 is displayed. See paragraph 7.5.6.4 for processing instructions.

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- a. To change a price during the current month, enter a new value over the old, and press [ENTER]. The cursor moves to the first DVD DELIVERY DAY field. The price you enter becomes effective after the End of Day run.
- b. Change the delivery days and sequence numbers as required. You can use the [SPACE BAR] to erase information. Press [ENTER] and the cursor moves to the next field.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.
- d. Enter C and press [ESC]. The DVD Updated Vendor Information Report (PCN AJK-3B2) is printed. Then, the Vendor Information Command Menu is displayed.
- e. To start over, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

7.5.6.4 Vendor Information Maintenance - Delete Screen AJK-854. Use this screen (fig. 7.5-11) to delete contract items for the vendor. Items with open DVD obligations or orders can't be deleted.

- a. To delete the vendor, see paragraph 7.5.7 for processing instructions. Current data for the vendor is displayed. The cursor is positioned in the DELETE CODE field for the first item.

[illegible]

Figure 7.5-11. Vendor Information Maintenance - Delete Screen (AJK-854).

- b. The cursor stays in the DELETE CODE field throughout processing. Use the [ENTER] or ARROW keys to move up and down this field.
- c. To delete an item, enter D and press [ENTER].
- d. When you finish deleting items, press [ESC]. The CONFIRM INDICATOR field is displayed.
- e. Enter C and press [ESC]. The DVD Updated Vendor Information Report (PCN AJK-3B2) is printed. Then, the Vendor Information Command Menu is displayed.
- f. To start over, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

7.5.7 Delete Vendor and Vendor Contract Information Process. Use this process to delete vendor files when a contract ends. You can't delete vendor files until after the 5th day of any month. Vendors with open obligations or orders can't be deleted.

7.5.7.1 Vendor Information Maintenance - Delete Screen AJK-791. To delete a vendor from your VIF, select D from the Vendor Information Command Menu. The Vendor Information Maintenance - Delete Screen (fig. 7.5-12) is displayed. The cursor is positioned in the VENDOR ID field.

DATE: [20 Jan 92]	VENDOR INFORMATION MAINTENANCE - [DELETE]	AJK-791
<div style="text-align: center; margin-top: 100px;"><div>VENDOR ID: [KWIC11]</div><div>VENDOR NAME: [KWIC KREME CORP]</div><div style="margin-top: 50px;">[] WHEN FINISHED ENTERING DATA, DEPRESS <ESC></div></div>		
Depress <ENTER> to change data entered.		

Figure 7.5-12. Vendor Information Maintenance - Delete Screen (AJK-791) .

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- a. Enter the vendor ID code and press [ESC]. The Vendor Information Maintenance - Delete Screen AJK-749 is displayed.
- b. An error message is displayed for an invalid entry and the cursor moves back to that field.
- c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.5.8 for processing instructions.

7.5.7.2 Vendor Information Maintenance - Delete Screen AJK-749. Use this screen (fig. 7.5-13) to review vendor data before you delete it.

[]			
DATE: [20 Jan 92]		VENDOR INFORMATION MAINTENANCE - [DELETE]		AJK-749			
VENDOR ID: [KWIC11]		VENDOR NAME: [KWIC KREME CORP]	
ADDRESS: [777 MAIN ST]	
[]							
CITY: [RICHMOND] STATE: [VA]		ZIP: [74646-0000]			
POC NAME: [B. SMITH] POC PHONE:[(805) 555-1234]					
WILL VENDOR DELIVER DIRECTLY TO END USER CUSTOMER (Y/N) ? [Y] [DVD VENDOR]							
VENDOR CATEGORY: [D] [DAIRY]							
NUMBER OF PAYMENT PERIODS: [1]							
1 PAY PERIOD: [1] -[EOM]		2 PAY PERIODS: []-[]					
CONTRACT NUMBER: [ABCD00-00-A-1234]							
CONTRACT BEGIN DATE: [1][JAN][92]		CONTRACT END DATE:[31][AUG][92]					
DD MMM YY		DD MMM YY					
[] WHEN FINISHED ENTERING/REVIEWING DATA, DEPRESS <ESC>							
[CONFIRM INDICATOR:][C]							
Enter 'C' to confirm or leave blank to cancel and depress <ESC>							

Figure 7.5-13. Vendor Information Maintenance - Delete Screen (AJK-749) .

- a. The cursor is positioned in the CONFIRM INDICATOR field.
- b. Enter C and press [ESC]. The DVD Deleted Vendor Information Report (PCN AJK-3B3) is printed. Then, the Vendor Information Command Menu is displayed.
- c. If you don't want to delete the vendor, press [ESC] with no entry. The Vendor Information Command Menu is displayed.

7.5.8 Process Interrupt Ring Menu. Use this ring menu (fig. 7.5-14) to continue processing, start over, return to the Vendor Information Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER RETURN eXit
IGNORE INTERRUPT AND CONTINUE NORMAL PROCESSING ON THIS SCREEN.

Figure 7.5-14. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Vendor Information Maintenance Screen AJK-791 is displayed.

NOTE: Screen AJK-791 is used throughout the VIF processes. The appropriate screen (fig. 7.5-2, 7.5-5, 7.5-8, or 7.5-12) is displayed depending on the process you are using when you decide to interrupt.
--

- c. Select RETURN and the Vendor Information Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.5.9 Outputs.

a. The DVD New Vendor Information Report - Current (PCN AJK-3B1), DVD Updated Vendor Information Report - Current (PCN AJK-3B2), or the DVD Deleted Vendor Information Report - Current (PCN AJK-3B3) is printed based on your selection. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18c, TISA Plans (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 02

7.6 Issue Frequency File Subfunction.

a. Use the Issue Frequency File subfunction to add, modify, or delete the issue frequency schedule for Army Ration Credit System (ARCS) customers. This subfunction contains two processes and two exit options:

(1) Add/Modify Schedule (para 7.6.1).

(2) Delete Schedule (para 7.6.2).

(3) Exit the Issue Frequency File Menu and return to the Files Maintenance Command Menu or exit processing.

b. Select option F from the Files Maintenance Command Menu to review the processes in issue frequency.

c. The Issue Frequency File Menu (fig. 7.6-1) is displayed.

ISSUE FREQUENCY FILE MAINTENANCE MENU: <input type="checkbox"/> A B R X		
ADD/MODIFY ISSUE FREQUENCY SCHEDULE		
DATE: 12 May 97	ISSUE FREQUENCY FILE MENU	AJK-752
OPTION CODE	MENU SELECTION OPTIONS	
A	ADD/MODIFY SCHEDULE	
B	DELETE SCHEDULE	
R	RETURN TO FILE MAINTENANCE MENU	
X	EXIT FROM TISA PROCESSING	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 7.6-1. Issue Frequency File Menu (AJK-752) .

7.6.1 Add/Modify Schedule Process. Use this process to add or modify issue frequency schedules for ARCS customers. You can only add or modify issue schedules for this month or next. You can delete these schedules at any time during the month. You will probably find it helpful to have the current months schedule when you add the schedule for the new month; since you can not duplicate consumption dates on the two schedules, and must include all consumption dates for the new month on one schedule or the other. The schedule for next month should be added by the 10th of the month to permit dining facilities to program meals as far in advance as possible.

7.6.1.1 Processing Restrictions. You can only add or modify issue schedules for this month or next. You can delete these schedules at any time during the month.

7.6.1.2 Processing Materials. . You will probably find it helpful to have the current months schedule when you add the schedule for the new month; since you can not duplicate consumption dates on the two schedules, and must include all consumption dates for the new month on one schedule or the other.

7.6.1.3 Issue Frequency Schedule File Process - Add/Modify Screen AJK-723. To add or modify issue dates for this month or next, select A from the Issue Frequency File Menu. The Issue Frequency Schedule File Process - Add/Modify Screen (fig. 7.6-2) is displayed. The cursor is positioned in the MONTH field.

DATE: 31 May 97	ISSUE FREQUENCY SCHEDULE FILE PROCESS	AJK-723
ADD/MODIFY		
ENTER ONE OF THE FOLLOWING MONTHS:		
MAY JUN		
MONTH: <input type="text"/>		
(mmm)		
Enter the current or next month and press <ESCAPE>.		

Figure 7.6-2. Issue Frequency Schedule File Process - Add/Modify Screen (AJK-723).

a. Enter the month in mmm format and press [ESC].

(1) When you are creating a schedule for the first time, the Issue Frequency Schedule Screen AJK-798 - ADD is displayed. See paragraph 7.6.1.4 for processing instructions.

(2) When the month you choose is on file, the Issue Frequency Schedule Screen AJK-798 - MODIFY is displayed. See paragraph 7.6.1.5 for processing instructions.

OR

b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.6.1.6 for processing instructions.

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7.6.1.4 Issue Frequency Schedule Screen AJK-798 - ADD. Use this screen (fig. 7.6-3) to construct the issue frequency schedule for the new month.

a. The cursor is positioned in the first issue date field. You must enter all issue dates for the new month. You must enter a submission date for each issue date, at least one of the submission dates will be in the previous month. You must enter the consumption dates for each issue date. You can not duplicate any of the consumption dates from the previous months schedule, and you must include at least 1 consumption date for the next month.

DATE: 05 Jun 97		ADD JUL	ISSUE FREQUENCY SCHEDULE	AJK-798
ISSUE	SUBMISSION			
DATE	DEADLINE	-----CONSUMPTION DATES-----		
(JUL)				
<div style="border: 1px solid black; width: 15px; height: 15px; margin-left: 10px;"></div>				
F1 - INSERT ROW F2 - DELETE ROW F3 - PAGE FWD F4 - PAGE BACK ESC - FINISH DEL - INTERRUPT				
Enter date subsistence is to be issued or delivered				

Figure 7.6-3. Issue Frequency Schedule Screen - ADD(AJK-798).

NOTE: An issue day must be entered within the first seven days of the month. The consumption period for a single issue date may be up to 7 days, however, the last issue day of the month can have no more than six consumption days. Also, The last issue date of the month must have at least one consumption day for the next month.

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b. When you finish your entries, press [ESC]. A message is displayed: **Enter 'Y' to confirm or 'N' to cancel. Press <ESCAPE>:**

(1) Enter Y and press [ESC] to confirm your issue frequency schedule. The following messages are displayed: **The issue frequency schedule is being created;** then, **Enter 'Y' to print schedule or 'N' to exit process. Press <ENTER>:**

(a) To print the Issue Frequency Schedule Report (PCN AJK-4Q1), enter Y and press [ENTER]. A message is displayed: **The issue frequency schedule is being generated. Please wait.** After the report is printed, the File Maintenance Command Menu is displayed.

OR

(b) Enter N and press [ENTER]. A message is displayed: **Report option not selected. Returning to File Maintenance Menu.** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC] to cancel your entries. A message is displayed: **Schedule was not confirmed. The database will not be updated.** Then, the File Maintenance Command Menu is displayed.

7.6.1.5 Issue Frequency Schedule Screen AJK-798 - MODIFY. Use this screen (fig. 7.6-4) to modify the issue frequency schedule for this month or next.

DATE: 15 May 97		MODIFY JUN		ISSUE FREQUENCY SCHEDULE		AJK-798	
ISSUE	SUBMISSION						
DATE	DEADLINE		-----CONSUMPTION DATES-----				
(JUN)							
<input type="checkbox"/> 2	27	MAY	3	4			
4	29	MAY	5	6			
6	2		7	8	9		
9	4		10	11			
11	6		12	13			
F1 - INSERT ROW F2 - DELETE ROW F3 - PAGE FWD F4 - PAGE BACK							
ESC - FINISH DEL - INTERRUPT							
Enter date subsistence is to be issued or delivered							

Figure 7.6-4. Issue Frequency Schedule Screen (AJK-798) - MODIFY.

a. Make any needed changes by typing over entries or pressing the space bar on an entry.

b. When you finish making changes, press [ESC]. A message is displayed: **Enter 'Y' to confirm or 'N' to cancel. Press <ESCAPE>:**

(1) Enter Y and press [ESC] to confirm your changes. The following messages are displayed: **The issue frequency schedule is being modified. The issue frequency schedule has been modified;** then, **Enter 'Y' to print schedule or 'N' to exit process.**

(a) To print the report, enter Y and press [ENTER]. A message is displayed: **The issue frequency schedule is being printed. Please wait.** Then, the File Maintenance Command Menu is displayed.

OR

(b) Enter N and press [ENTER]. A message is displayed: **Report option not selected. Returning to File Maintenance Menu.** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC] to cancel your entries. A message is displayed: **Schedule was not confirmed. The database will not be updated.** Then, the File Maintenance Command Menu is displayed.

7.6.1.6 Interrupt Ring Menu. When you press [DELETE], this ring menu (fig. 7.6-5) is displayed. Use it to continue processing, start over, return to the Issue Frequency File Menu, or exit processing.

INTERRUPT MENU: CONTINUE START OVER DISCARD & RETURN eXit Ignore interrupt and continue normal processing on this screen
--

Figure 7.6-5. Interrupt Ring Menu.

a. Select CONTINUE to continue processing on the same screen. The cursor moves back to the last data entry field you completed.

b. Select START OVER and you can restart the process.

c. Select DISCARD & RETURN and the Issue Frequency File Menu is displayed.

d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.6.1.7 Outputs. The Issue Frequency Schedule Report (PCN AJK-4Q1) is printed when you select Y in response to a print message for either month. You can print issue frequency reports as you need them. Discard the old ones when you no longer need them. See appendix C for an example of this report.

7.6.2 Delete Schedule Process. Use this process to delete incorrect or outdated issue frequency schedules.

7.6.2.1 Processing Restrictions. None.

NOTE: Do not delete the schedule for the current month without rebuilding the schedule; since, if you do not have a schedule for the previous month, you can not build a schedule for the next month without assistance from the SA.

7.6.2.2 Processing Materials. None.

7.6.2.3 Issue Frequency Schedule File Process Screen AJK-723 - DELETE. To delete an issue frequency schedule, select B from the Issue Frequency File Menu. The Issue Frequency File Process Screen AJK-723 (fig. 7.6-6) is displayed. The cursor is positioned in the MONTH field.

DATE: 15 May 97	ISSUE FREQUENCY SCHEDULE FILE PROCESS	AJK-723
<div style="text-align: center; margin-top: 40px;">DELETE</div> <div style="text-align: center; margin-top: 40px;">ENTER ONE OF THE FOLLOWING MONTHS: MAY JUN</div> <div style="text-align: center; margin-top: 40px;">MONTH: <input style="width: 40px;" type="text"/> (mmm)</div>		
Enter the current or next month and press <ESCAPE>.		

Figure 7.6-6. Issue Frequency Schedule File Process Screen AJK-723 - DELETE.

a. Enter the month in mmm format and press [ESC]. A message is displayed: **Enter 'Y' to confirm or 'N' to cancel. Press <ESCAPE>:**

(1) Enter Y and press [ESC] to confirm. Two messages are displayed: **The issue frequency schedule is being deleted;** then, **The issue frequency schedule has been deleted.** After the schedule is deleted, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC] to cancel. A message is displayed: **Schedule was not confirmed. The database will not be updated.** Then, the File Maintenance Command Menu is displayed.

b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.6.1.6 for processing instructions.

7.6.2.4 Outputs. No reports are printed during this process.

7.7 Delivery Frequency File Subfunction. **CURRENTLY, THIS PROCESS IS NO LONGER USED IN AFMIS.** Use the Delivery Frequency File subfunction to add or change delivery dates for DSCP perishable requisitions. This schedule covers delivery of all perishables except produce.

7.7.1 Processing Restrictions. The delivery frequency schedule must be set up before you can create perishable requisitions for DSCP. Let DSCP know what the required delivery dates are before you process your first perishable requisition.

7.7.2 Processing Materials. None

7.7.3 DFF Processing Ring Menu. To review the Delivery Frequency File processes, select G from the File Maintenance Command Menu.

DFF PROCESS: ADD MODIFY EXIT
SELECT ADD DFF PROCESS

Figure 7.7-1. DFF Process Ring Menu.

a. Select ADD or MODIFY and the Delivery Frequency Schedule File Process Screen AJK-756 is displayed.

b. Select EXIT and the File Maintenance Command Menu is displayed.

7.7.4 Delivery Frequency Schedule File Process Screen AJK-756. Use this screen (fig. 7.7-2) to add or modify a delivery frequency schedule for the current month or one of the next three months. The cursor is positioned in the MONTH field.

DATE: 17 Jun 90		DELIVERY FREQUENCY SCHEDULE FILE PROCESS		AJK-756	
OPTION		OPTION DESCRIPTION			
ADD		ADD NEW MONTH (Month and Year Required)			
MODIFY		MODIFY EXISTING MONTH (Month and Year Required)			
ENTER THE MONTH & YEAR FOR THE CURRENT MONTH		MONTH: JUL		YEAR: 1990	
OR ONE OF THE 3 FOLLOWING MONTHS:		mmm		yyyy	

Figure 7.7-2. Delivery Frequency Schedule File Process Screen (AJK-756).

- a. Enter the month and year and press [ENTER]. The Delivery Frequency File - Calendar Screen AJK-751 is displayed. The month you enter can be the current month or one of the next three months.
- b. When you select ADD from the DFF Process Ring Menu and the month you enter is the fourth month, the system deletes the earliest month on file.
- c. To interrupt processing, press [DELETE]. The Interrupt Menu is displayed. See paragraph 7.7.6 for processing instructions.

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7.7.5 Delivery Frequency File - Calendar Screen AJK-751. Use this screen (fig. 7.7-3) to add a new month's delivery schedule or to modify an existing one. The calendar for the month you enter is displayed. The cursor is positioned in the field next to the first day of the month.

ENTER 'X' BESIDE APPROPRIATE DAYS - MAXIMUM OF 28 'X's							
DATE: 17 Jun 90		DELIVERY FREQUENCY SCHEDULE FILE PROCESS				AJK-751	
ADD JUL ON DELIVERY FREQUENCY FILE							
SUN	MON	TUE	WED	THUR	FRI	SAT	
1	<input type="checkbox"/>	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL. DEPRESS <ENTER>: C							
PRESS <ESC> WHEN FINISHED.							

Figure 7.7-3. Delivery Frequency File - Calendar Screen (AJK-751).

a. Use the [ENTER] or ARROW keys to move the cursor to the days you want to add or delete. Enter X to add a day or use the [SPACE BAR] to delete a day. A maximum of 28 days can be selected for each schedule.

b. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

(1) Enter C and press [ENTER]. The DFF Process Ring Menu is displayed. See paragraph 7.7.3 for processing instructions.

OR

(2) To cancel your entries, press [ESC] with no entry. The DFF Process Ring Menu is displayed.

c. To modify a scheduled delivery day, enter an X for that day of the month and press [ENTER]. Continue this step until all changes are made. When you finish your entries, press [ESC]. The following message is displayed in the middle of the screen: **The Recommended Order Quantity (ROQ) and Required Delivery Date (RDD) are currently being recomputed to comply with the new delivery frequency schedule. The changes can be reviewed through the Review and Adjust Candidate Requisitions process. Please wait.** Then, the DFF Process Ring Menu is displayed.

7.7.6 Interrupt Menu. Use this ring menu (fig. 7.7-4) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X
RESTART INPUT

Figure 7.7-4. Interrupt Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the DFF Process Ring Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.7.7 Outputs. No reports are printed during this process.

7.8 Installation Uniques Subfunction. Use the Installation Uniques subfunction to add or change requisition data, BDFA percentages, AUTODIN, accounting, TISO and branch TISA data, and transmission methods for DSCP and STANFINS. This subfunction contains six processes and two exit options:

- a. BDFA Percentage Data (para. 7.8.4).
- b. Requisition Data (para. 7.8.5).
- c. AUTODIN Data (para. 7.8.6).
- d. Accounting Data (para. 7.8.7).
- e. TISO Data/Branch TISA Data (para 7.8.8).
- f. DSCP/STANFINS Transmission Method Data (para. 7.8.9).

7.8.1 Processing Restrictions. None.

7.8.2 Processing Materials. None.

7.8.3 Installation Uniques File Command Menu Screen AJK-753. To review the processes in Installation Uniques, select H from the File Maintenance Command Menu. The Installation Uniques File Command Menu (fig. 7.8-1) is displayed.

IUF COMMAND MENU: A B C D E F R X			
MODIFY BDFA PERCENT DATA ON THE INSTALLATION UNIQUE FILE			
[
DATE: [17 Jun 90]		INSTALLATION UNIQUE FILE COMMAND MENU	
AJK-753			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	BDFA PERCENTAGE DATA	E -	TISO DATA/BRANCH TISA DATA
B -	REQUISITION DATA	F -	DSCP/STARFIARS TRANSMISSION METHOD DATA
C -	AUTODIN DATA	R -	RETURN TO FILE MAINTENANCE COMMAND MENU
D -	ACCOUNTING DATA	X -	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION THRU RING MENU SELECTION, OPTION CODE: []			

Figure 7.8-1. Installation Uniques File Command Menu Screen (AJK-753).

7.8.4 IUF - BDFA Percentage Data Screen AJK-759. To update the BDFA percentages, select A from the Installation Uniques File Command Menu. The IUF - BDFA Percentage Data Screen (fig. 7.8-2) is displayed.

a. Current percentages are displayed for the breakfast, lunch, dinner, brunch, supper, and holiday meals. The cursor is positioned in the BREAKFAST PERCENT field.

NOTE: Meal percentage data must not be changed unless directed by regulation or guidance received from the Quartermaster School, Fort Lee, Virginia.

```
ENTER NEW DATA OVER EXISTING DATA AND/OR DEPRESS <ENTER> FOR NEXT FIELD
DEPRESS <ESC> WHEN FINISHED

DATE:  16 Jun 90                IUF - BDFA PERCENTAGE DATA                AJK-759

      MEAL PERCENTS
      -----

      BREAKFAST PERCENT:      .20                HOLIDAY MEAL
      LUNCH      PERCENT:      .40                PERCENT ALLOWANCE:      .25
      DINNER     PERCENT:      .40
      BRUNCH     PERCENT      .45
      DINNER     PERCENT      .55

ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL.  DEPRESS <ENTER>: C
```

Figure 7.8-2. IUF - BDFA Percentage Data Screen (AJK-759).

b. Use the [ENTER] or ARROW keys to move the cursor to the field you want to change. Enter new data over the old. You must enter the data twice for verification. The cursor moves to the next field.

c. When you finish your entries, press [ESC]. The CONFIRM OPTION field is displayed.

d. Enter C and press [ESC]. A message is displayed that the changes will take effect when the End of Day cycle is run.

e. To cancel changes, press [ESC] with no entry. The Installation Uniques File Command Menu is displayed.

f. If you confirm the data without making changes, the Installation Uniques File Command Menu is displayed.

g. To interrupt processing, press [DELETE]. The Interrupt Menu is displayed. See paragraph 7.8.4.5 for processing instructions.

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7.8.5 IUF Requisitions Data Screen AJK-757. To update requisition data, Select Option B from the Installation Uniques File Command Menu. The IUF Requisitions Data Screen (fig. 7.8-3) is displayed.

a. This screen displays the CONUS/OCONUS location, TISA DODAAC, branch TISA ID (if applicable), fund, media/status, and distribution codes. Routing identifier codes are displayed for TISA, perishables, and semiperishables. The demand, signal, issue priority designator, and advice codes, as well as operating levels for local purchases, perishables, and semiperishables, are displayed. The cursor is positioned in the CONUS/OCONUS field.

[]			
DATE: 04 OCT 95		IUF REQUISITIONS		AJK-757			
ENTER DATA CHANGE(S) AND PRESS <ENTER> TO CONTINUE.							
CONUS/OCONUS: [C]				SUPPLEMENTARY ADDRESS CODE: [Y00000]			
DODAAC: [W26QOB]		DEMAND CODE: [R]					
BRANCH TISA ID: []		SIGNAL CODE: [A]					
FUND CODE: [TK]		ISSUE PRIORITY CODE: [15]					
MEDIA/STATUS CODE: [S]		ADVICE CODE: [2J]					
DISTRIBUTION CODE: [1]							
ROUTING IDENTIFIER CODE:				OPERATING LEVELS:			
TISA: [A00]		LOCAL PURCHASE: [0]					
PERISHABLE: [S9S]		PERISHABLE: [70]					
SEMIPERISHABLE [S9S]		SEMIPERISHABLE: [45]					
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL. DEPRESS <ENTER>: C							

Figure 7.8-3. IUF Requisitions Data Screen (AJK-757).

- b. Use the [ENTER] or ARROW keys to move the cursor around the screen. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field.
- c. When specific values are required, a message is displayed, showing what is required for that field.
- d. To interrupt processing, press [DELETE]. The Interrupt Ring Menu is displayed. See paragraph 7.8.5.1 for processing instructions.
- e. When you finish your changes, move the cursor to the last field and press [ENTER]. The CONFIRM OPTION field is displayed.
- f. Enter C and press [ENTER]. The files are updated and the Installation Uniques File Command Menu is displayed.

OR

- g. To cancel your changes, press [ENTER] with no entry. The Installation Uniques File Command Menu is displayed.

7.8.5.1 Interrupt Menu. Use this ring menu (fig. 7.8-4) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X
RESTART INPUT

Figure 7.8-4. Interrupt Ring Menu

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Installation Uniques File Command Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.5.2 Outputs. No reports are printed during this process.

7.8.6 AUTODIN Data Screen AJK-758. To change AUTODIN data for the Installation TISA, select Option C from the Installation Uniques File Command Menu. The AUTODIN Data Screen (fig. 7.8-5) is displayed. This screen displays the AUTODIN minimum, AUTODIN maximum, originator routing indicator, and the receiving routing indicator.

[
DATE: 04 OCT 95	AUTODIN DATA	AJK-758
WHEN FINISHED ENTERING DATA PRESS <ESC>.		
AUTODIN MINIMUM: [1]	AUTODIN MAXIMUM: [5000]	
RI-ORIGIN: [RUQAABY]	RI-RECEIVE: [RUEOZZA]	
[ENTER 'C' TO CONFIRM YOUR ACTION OR LEAVE BLANK TO CANCEL.]		
[CONFIRM INDICATOR:] [C]		
Must enter 'C' or leave blank and press <ESC>		

Figure 7.8-5. AUTODIN Data Screen (AJK-758).

a. When specific values are required, an information message is displayed showing what is required for that field. The cursor is positioned in the completed AUTODIN MINIMUM field. AUTODIN values are provided by your communications center.

b. To change AUTODIN minimum data, enter a new value over the old and press [ENTER]. The cursor moves to the completed AUTODIN MAXIMUM field.

OR

c. Press [ENTER] with no entry and the cursor moves to the completed AUTODIN MAXIMUM field.

d. Enter the AUTODIN maximum value and press [ENTER]. The cursor moves to the completed RI-ORIGIN field.

OR

e. Press [ENTER] with no entry and the cursor moves to the completed RI-ORIGIN field.

f. Enter the eight-position DSCP routing indicator and press [ENTER]. The cursor moves to the completed RI-RECEIVE field.

OR

g. Press [ENTER] with no entry and the cursor moves to the completed RI-RECEIVE field.

(1) To make changes before updating your files, press [ENTER] at this field. The cursor moves back to the AUTODIN MINIMUM field. You can enter new data.

OR

(2) To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.6.1 for processing instructions.

h. Enter the eight-position TISA routing indicator and press [ESC]. The CONFIRM INDICATOR field is displayed.

OR

i. Press [ESC] with no entry and the CONFIRM INDICATOR field is displayed.

(1) Enter C to confirm and press [ESC]. Files are updated and the Installation Uniques File Command Menu is displayed.

OR.

(2) Press [ESC] with no entry and the following message is displayed: **PROCESS CANCELED**. Then, the Installation Uniques File Command Menu is displayed.

7.8.6.1 Process Interrupt Ring Menu. Use this ring menu (fig. 7.8-6) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 7.8-6. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the AUTODIN Data Screen AJK-758 is displayed.
- c. Select DISCARD & RETURN and the Installation Uniques File Command Menu is displayed.

d. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.6.2 Outputs. No reports are printed during this process.

7.8.7 IUF - Accounting Data Screen AJK-761. To change contracting office partial PIIN, select D from the Installation Uniques File Command Menu. The IUF-Accounting Data screen (fig. 7.8-7) is displayed. The cursor is positioned in the CONTRACTING OFFICE PARTIAL PIIN field.

[]	
DATE: [26 Jul 91]	IUF -ACCOUNTING DATA	AJK-761
ENTER THE DATA CHANGE(S) AND PRESS <ENTER> TO CONTINUE		
CONTRACTING OFFICE PARTIAL PIIN: [DABT59]		
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL. DEPRESS <ENTER>: C		

Figure 7.8-7. IUF-Accounting Data Screen (AJK-761) .

a. Enter the new partial PIIN over the existing one and press [ENTER]. The cursor moves to the CONFIRM OPTION field.

b. Enter C and press [ENTER]. The file is updated and the Installation Uniques File Command Menu is displayed.

OR

c. To cancel your change, press [ENTER] with no entry. The Installation Uniques File Command Menu is displayed.

d. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.6.1 for processing instructions.

7.8.7.1 Interrupt Menu. Use this ring menu (fig. 7.8-8) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X
Ignore interrupt and continue normal processing on this screen.

Figure 7.8-8. Interrupt Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Installation Uniques File Command Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.7.2 Outputs. No reports are printed during this process.

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7.8.8 IUF - TISO Data/Branch TISA Data Screen AJK-755. To modify TISO/Branch TISA data on the Installation Uniques File, select E from the Installation Uniques File Command Menu. The IUF - TISO Data/Branch TISA Data Screen (fig. 7.8-9) is displayed.

a. This screen displays the current name, phone number, and address for the main and branch TISA (if applicable); building numbers for the TISA warehouses; and the Troop Issue Subsistence Officer names for the main and branch offices. The cursor is positioned in the completed TISA NAME field.

[]
DATE: [26 Jul 91]	IUF-TISO DATA/BRANCH TISA DATA	AJK-755	
TISA NAME:	[TISA]
TISA PHONE:	[8048344048]	
TISA ADDRESS:	[HQ CASCOM T-1250]
	[FORT LEE VA]
TISA ZIP:	[238015171]		
TISA WAREHOUSE NUMBER:			
PERISHABLE:	[T-7118]	
SEMI-PERISHABLE:	[T7119]	
TISO NAME:	[MR. JEREMY LAMAR]
BRANCH TISO NAME:	[MR. BILL GILLIAM]
BRANCH TISA ID:	[WK4TTT]	
BRANCH TISA NAME:	[CAMP SWAMPY]
BRANCH TISA PHONE:	[8047324622]		
BRANCH TISA ADDRESS:	[TANK TRAIN BLVD]
	[BLDG T-9000 CAMP SWAMPY VA]
BRANCH TISA ZIP:	[238045171]		
ENTER 'C' TO CONFIRM OR LEAVE BLANK TO CANCEL. DEPRESS <ENTER>: C			

Figure 7.8-9. IUF - TISO Data/Branch TISA Data Screen (AJK-755).

- B. Use the [ENTER] or ARROW keys to move the cursor around the screen.
- c. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field.
- d. When specific values are required, a message is displayed showing those values.
- e. When you finish your changes, move the cursor to the last field and press [ENTER], the CONFIRM OPTION field is displayed.

f. Enter c and press [ENTER]. The file is updated and the Installation Uniques File Command Menu is displayed. To cancel your changes, press [ENTER] with no entry.

g. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.6.1 for processing instructions.

7.8.8.1 Interrupt Menu. Use this ring menu (fig. 7.8-10) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

INTERRUPT MENU: A B R X
Ignore interrupt and continue normal processing on this screen.

Figure 7.8-10. Interrupt Menu.

- a. Select A and you can continue processing on the same screen.
- b. Select B and the Installation Uniques File Command Menu is displayed.
- c. Select R and the File Maintenance Command Menu is displayed.
- d. Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.8.2 Outputs. No reports are printed during this process.

7.8.9 Transmission Method Data Screen AJK-719. To choose which method you want to transmit DSCP or STANFINS data, select F from the Installation Uniques File Command Menu. The Transmission Method Data Screen (fig. 7.8-11) is displayed. This screen displays the type of transactions and the transmission methods you can use.

[]																	
DATE: [28 Sep 92]	TRANSMISSION METHOD DATA	AJK-719																	
<table style="width: 100%; border: none;"><thead><tr><th style="text-align: left; width: 40%;">TRANSACTIONS</th><th style="width: 10%;"></th><th style="text-align: left; width: 40%;">TRANSMISSION METHOD</th><th style="width: 10%;"></th></tr></thead><tbody><tr><td>[TO STANFINS</td><td style="text-align: center;">]</td><td>[D]</td><td></td></tr><tr><td>[TO DSCP</td><td style="text-align: center;">]</td><td>[T]</td><td></td></tr><tr><td>[FROM DSCP</td><td style="text-align: center;">]</td><td>[D]</td><td></td></tr></tbody></table>				TRANSACTIONS		TRANSMISSION METHOD		[TO STANFINS]	[D]		[TO DSCP]	[T]		[FROM DSCP]	[D]	
TRANSACTIONS		TRANSMISSION METHOD																	
[TO STANFINS]	[D]																	
[TO DSCP]	[T]																	
[FROM DSCP]	[D]																	
WHEN FINISHED ENTERING DATA PRESS <ESC>																			

Figure 7.8-11. Transmission Method Data Screen (AJK-719) .

- a. The cursor is positioned in the completed TO STANFINS field.
- b. Use the [ENTER] or ARROW keys to move the cursor through the screen.
- c. To make changes, enter new data over the old and press [ENTER]. The cursor moves to the next field.

OR

- d. Press [ENTER] with no entry and the cursor moves to the next field.
- e. When you finish your entries, press [ESC]. The following message is displayed: **UPDATING TABLE, PLEASE WAIT.** Then, the Installation Uniques File Command Menu is displayed.

f. To interrupt processing press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.8.9.1 for processing instructions.

NOTE: The combination of transmission data you enter on this screen determines what you can select for options D and E on the TISA Batch Process As Required Command Menu Screen AJK-871 (fig. 11.2-1)

7.8.9.1 Process Interrupt Ring Menu. Use this ring menu (fig. 7.8-12) to continue processing, start over, return to the Installation Uniques File Command Menu, or exit processing.

PROCESS INTERRUPT: **CONTINUE** START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen.

Figure 7.8-12. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing on the same screen.
- b. Select START OVER and the Transmission Method Data Screen AJK-719 is displayed. You can enter new data.
- c. Select DISCARD & RETURN and the Installation Uniques File Command Menu is displayed.
- d. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.8.9.2 Outputs. No reports are printed during this process.

7.9 Field Menu Maintenance Subfunction. Use this subfunction to add items to a menu, change issue factors for menus, delete items from menus, and delete whole menus. You can also use this subfunction to print menus.

7.9.1 Processing Restrictions. You must coordinate with the IFA before adjusting these menus. A table lock occurs when the Master Menu Recap-Generate process is running and causes a program abort at the TISA's end.

7.9.2 Processing Materials. For more information, use the following materials:

- a. The SB 10-260 Master Menu.
- b. The SB 10-260-1 Recapitulation of Master Menu Issues.
- c. The SB 10-263 14-Day US Army Reserve Component and Field Training Menu.
- d. The SB 10-495 Standard "B" Ration for the Armed Forces.

7.9.3 Field Menu Maintenance - Select Menu Screen AJK-750. To begin the field menu maintenance process, select I from the File Maintenance Command Menu. The Field Menu Maintenance - Select Menu Screen (fig. 7.9-1) is displayed. From this screen you can identify and select the menu type you want to run. The cursor is positioned in the TYPE OF MENU field.

NOTE: You can build up to 99 menu days for Menu Types “E”, “S”, “B”, and “T”. You can build up to 9 Box Lunch Menus.

DATE: 24 Jan 92	FIELD MENU MAINTENANCE SELECT MENU	AJK-750
TYPE OF MENUS -----		
R = 14 DAY RESERVE MENU E = INSTALLATION EXERCISE MENU S = SPECIAL EXERCISE MENU B = B RATION MENU T = T RATION MENU X = BOX LUNCH MENU		
TYPE OF MENU: R MENU DAY/NUMBER: 1		
WHEN DATA IS COMPLETE, DEPRESS <ESC> TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY		

Figure 7.9-1. Field Menu Maintenance - Select Menu Screen (AJK-750) .

a. Enter a menu type from the screen display and press [ENTER]. The cursor moves to the MENU DAY/NUMBER field.

b. Enter the menu day and press [ESC].

OR

c. Press [ENTER] to move the cursor back to any field you want to change.

NOTE: When you select options R, E, S, B, T or X from this screen, the following message is displayed: **Initializing arrays, please wait**; then, the Field Menu Options Ring Menu (fig. 7.9-2) is displayed.

d. To interrupt processing throughout the Field Menu Maintenance process, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 7.9.12 for processing instructions.

7.9.4 Field Menu Options Ring Menu. Use this ring menu (fig. 7.9-2) to make necessary adjustments to the menus you select.

```
FIELD MENU OPTIONS:  Add   Modify   Delete   Print   Select   Return   eXit
Add items to a menu

      Add      -  Add items to a menu
      Modify   -  Change meal quantities on a menu
      Delete   -  Delete a Menu, Delete Menu Items or Delete Meals
      Print    -  Print a menu
      Select   -  Select a different menu type or menu day
                  CURRENT MENU TYPE:      14 DAY RESERVE MENU
                  CURRENT MENU DAY/NUMBER:  2
      Return   -  Return to the File Maintenance Command Menu
      eXit     -  Exit from TISA Processing
```

Figure 7.9-2. Field Menu Options Ring Menu.

a. Select Add and the Field Menu Maintenance - Add Menu Items Screen (fig. 7.9-3) is displayed.

b. Select Modify and the Field Menu Maintenance - Modify Meals Screen AJK-855 is displayed. See paragraph 7.9.6 for processing instructions.

c. Select Delete to delete menu items, menu meals, or a complete menu. The Delete Field Menus Ring Menu is displayed. See paragraph 7.9.7 for processing instructions.

- d. Select Print to print a specific menu, and the following messages are displayed:
Loading arrays, please wait; then, **Printing report, please wait;** then, **initializing arrays, please wait.** Then, the Field Menu Options Ring Menu is displayed.
- e. Use Select to choose a different menu type or another menu day/number. The Field Menu Maintenance - Select Menu Screen AJK-750 is displayed.
- f. Select Return and the File Maintenance Command Menu is displayed.
- g. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.5 Field Menu Maintenance - Add Menu Items Screen AJK-763. Use this screen (fig. 7.9-3) to add items to a specific menu and day. The cursor is positioned in the TIIN field.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE				AJK-763	
ADD MENU ITEMS							
TYPE OF MENU:		14 DAY RESERVE MENU				MENU DAY: 1	
TIIN	ITEM NAME	PER CD	UI	BRK	LUN	DIN	
000-0137	SAUCE STEAK 5-10 OZ	S	BT	3.00	5.00	2.00	
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC> TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY							

Figure 7.9-3. Field Menu Maintenance - Add Menu Items Screen (AJK-763) .

- a. Enter a TIIN and press [ENTER]. The item name, perishability code, and unit of issue are displayed. The cursor moves to the BRK field.

NOTE: An error message is displayed when you enter an invalid TIIN. The cursor moves back to that field so you can correct your entry.

b. Enter an issue factor for the breakfast meal and press [ENTER]. The cursor moves to the LUN field.

c. Enter an issue factor for the lunch meal and press [ENTER]. The cursor moves to the DIN field.

d. Enter an issue factor for the dinner meal and press [ENTER].

NOTE: To change data in a field, press the [ENTER] key until the cursor moves back to that field.

e. Repeat steps a thru d to add more items.

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Inserting menu items, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

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7.9.6 Field Menu Maintenance - Modify Meals Screen AJK-855. Use this screen (fig. 7.9-4) to change issue factors for existing items on a menu. This screen displays the type of menu, menu day, NSN, item name, perishability code, unit of issue, and issue factors for breakfast, lunch, and dinner meals. Four items can be displayed at a time.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE					AJK-855
MODIFY MEALS							
TYPE OF MENU:		14 DAY RESERVE MENU				MENU DAY: 1	
NSN	ITEM NAME	PER CD	UI	BRK	LUN	DIN	
8905-00-888-8888	SAUCE STEAK 5-10 OZ	S	BT	3.00	5.00	2.00	
8905-00-965-2128	CHIC CUT UP W/O BACK	P	LB	0.00	0.00	75.00	
8915-99-117-3358	LETTUCE UNWR FRESH	P	LB	0.00	0.00	6.50	
8915-00-126-8812	APPLES EATING FRESH	P	LB	0.00	9.00	0.00	
CONFIRM INDICATOR: Y							
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>							
TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY							
ENTER 'Y' FOR YES, 'N' FOR NO, AND DEPRESS <ESC>							

Figure 7.9-4. Field Menu Maintenance - Modify Meals Screen (AJK-855) .

- a. The cursor is positioned in the BRK field for the first item.
- b. Enter a new quantity in the BRK field (if required) and press [ENTER]. The cursor moves to the LUN field.
- c. Enter a new quantity in the LUN field (if required) and press [ENTER]. The cursor moves to the DIN field.
- d. Enter a new quantity in the DIN field (if required) and press [ENTER]. The cursor moves to the next field.
- e. You can use the following keys to review the menu:
 - (1) Use the UP and DOWN ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and [F4] to page back.

f. Repeat these steps until you complete your changes. When you finish, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Updating menu records, please wait**; then, **initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing Arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

NOTE: When you select Add or Modify from the Field Menu Options Ring Menu, a data entry screen is displayed. When you select Delete from this ring menu, the Delete Field Menus Ring Menu is displayed.

7.9.7 Delete Field Menus Ring Menu. This ring menu (fig. 7.9-5) is displayed when you select Delete from the Field Menu Options Ring Menu. Use it to choose the type of deletion you want.

DELETE FIELD MENUS: **Menu** Items meaLs Return eXit
Delete all items on a menu

Figure 7.9-5. Delete Field Menus Ring Menu.

- a. Select Menu to delete a complete menu. The following message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Menu Screen AJK-855 (fig. 7.9-6) is displayed.
- b. Select Items to delete items from a specific menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Items Screen AJK-762 is displayed. See paragraph 7.9.10 for processing instructions.
- c. Select meaLs or enter L to delete meals from a specific menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Meals Screen AJK-855 is displayed. See paragraph 7.9.11 for processing instructions.
- d. Select Return and the File Maintenance Command Menu is displayed.
- e. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.8 Field Menu Maintenance - Delete Menu Screen AJK-855. Use this screen (fig. 7.9-6) to delete a complete menu. This screen displays the NSN, item name, perishability code, unit of issue, and issue factors for breakfast, lunch, and dinner meals. Four items can be displayed at a time. The cursor stays in the NSN field throughout processing.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE				AJK-855	
DELETE MENU							
TYPE OF MENU:		14 DAY RESERVE MENU				MENU DAY: 1	
NSN	ITEM NAME	PER CD	UI	BRK	LUN	DIN	
8905-00-177-5017	BEEF STEWING DICED	P	LB	0.00	30.00	0.00	
8905-00-965-0002	CHIC CUT UP W/O BACK	P	LB	0.00	0.00	65.00	
8905-01-039-0003	HAM PULLMAN PEAR SHAPED	P	LB	20.00	0.00	0.00	
8910-00-043-0004	EGGS SHELL DOM	P	DZ	10.41	0.00	0.00	
WHEN FINISHED VIEWING DATA, DEPRESS <ESC>							

Figure 7.9-6. Field Menu Maintenance - Delete Menu Screen (AJK-855) .

- a. You can review this information by using the following keys:
 - (1) Use the [ENTER] or [DOWN ARROW] key to scroll forward through the list. Use the [UP ARROW] key to scroll back.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The Confirm Menu Deletion Ring Menu is displayed. See paragraph 7.9.9 for processing instructions.

7.9.9 Confirm Menu Deletion Ring Menu. Use this ring menu (fig. 7.9-7) to confirm the deletion of a menu you select.

CONFIRM MENU DELETION: Yes No
Delete field menu

Figure 7.9-7. Confirm Menu Deletion Ring Menu.

a. Select Yes if you want to delete the menu, and a message is displayed: **Deleting menu records, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

b. Select No if you do not want to delete the menu, and a message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.10 Field Menu Maintenance - Delete Items Screen AJK-762. Use this screen (fig. 7.9-8) to delete items from a specific menu. This screen displays the type of menu, menu day, NSN, item name, perishability code, unit of issue, and issue factors for breakfast, lunch, and dinner meals. Six items can be displayed at a time.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE					AJK-762	
DELETE ITEMS								
TYPE OF MENU:		14 DAY RESERVE MENU					MENU DAY: 1	
DEL CD	NSN	ITEM NAME	PER CD	UI	BRK	LUN	DIN	
D	8905-00-177-5017	BEEF STEWING DICED	P	LB	0.00	30.00	0.00	
	8905-00-965-2128	CHIC CUT UP W/O BACK	P	LB	0.00	0.00	65.00	
	8905-01-039-8809	HAM PULLMAN PEAR SHAPED	P	LB	20.00	0.00	0.00	
	8910-00-043-3198	EGGS SHELL DOM	P	DZ	10.41	0.00	0.00	
	8910-00-616-0038	BUTTER PRINTS REG 1 LB	P	LB	0.00	0.00	1.00	
	8910-00-782-3195	BUTTER Patties SURPLUS	P	LB	1.00	1.00	1.00	
CONFIRM INDICATOR: Y								
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>								
TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY								
ENTER 'D' TO DELETE ALL MEALS FOR ITEM								

Figure 7.9-8. Field Menu Maintenance - Delete Items Screen (AJK-762) .

- a. The cursor is positioned in the DEL CD field for the first item.
- b. Enter D in this field for each item you want to delete and press [ENTER]. The cursor moves to the next item. Repeat this step until you finish selecting items.
- c. You can use the following keys to review the items:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- d. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

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(1) Enter Y and press [ESC]. A message is displayed: **Deleting menu records, please wait.** Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait.** Then, the Field Menu Options Ring Menu is displayed.

7.9.11 Field Menu Maintenance - Delete Meals Screen AJK-855. Use this screen (fig. 7.9-9) to delete meal items from a specific menu. This screen displays the type of menu, menu day, NSN, item name, perishability code, unit of issue, and issue factors for breakfast, lunch, and dinner meals. Four items can be displayed at a time.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE				AJK-855	
DELETE MEALS							
TYPE OF MENU:		14 DAY RESERVE MENU				MENU DAY: 1	
ENTER ZERO TO DELETE A MEAL FROM THE MENU							
NSN	ITEM NAME	PER CD	UI	BRK	LUN	DIN	
8905-00-177-5017	BEEF STEWING DICED	P	LB	0.00	0.00	0.00	
8905-00-965-2128	CHIC CUT UP W/O BACK	P	LB	0.00	0.00	65.00	
8905-00-039-8809	HAM PULLMAN PEAR SHAPED	P	LB	20.00	0.00	0.00	
8910-00-043-3198	EGGS SHELL DOM	P	DZ	10.41	0.00	0.00	
CONFIRM INDICATOR:							
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>							
TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY							
ENTER 'Y' FOR YES, 'N' FOR NO, AND DEPRESS <ESC>							

Figure 7.9-9. Field Menu Maintenance - Delete Meals Screen (AJK-855) .

- a. The cursor is positioned in the BRK field for the first item.
- b. Enter a zero in the BRK field over the old quantity and press [ENTER]. The cursor moves to the LUN field.
- c. Enter a zero in the LUN field over the old quantity and press [ENTER]. The cursor moves to the DIN field.

d. Enter a zero in the DIN field over the old quantity and press [ENTER]. The cursor moves to the next item. Repeat these steps until you finish selecting the meals you want to delete.

e. You can use the following keys to review the items:

(1) Use the UP and DOWN ARROW keys to scroll forward and back through the list.

(2) Use the [F3] key to page forward and [F4] to page back.

f. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. A message is displayed: **Deleting menu records, please wait.** Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait.** Then, the Field Menu Options Ring Menu is displayed.

7.9.12 Process Interrupt Ring Menu. Use this ring menu (fig. 7.9-10) to continue processing, start over, return to the File Maintenance Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen

Figure 7.9-10. Process Interrupt Ring Menu.

a. Select CONTINUE and the cursor moves back to the first field on the screen you are using.

b. Select START OVER and the Field Menu Maintenance - Select Screen AJK-750 is displayed.

c. Select DISCARD & RETURN and the File Maintenance Command Menu is displayed.

d. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

NOTE: You can refer to the previous processing instructions, ring menus, and data entry screens when you select any type of field menu with the exception of the **Box Lunch Menu**. When you select this option, the same Field Menu Options Ring Menu (fig. 7.9-2) is displayed. You can select options to make the necessary adjustments for **Box Lunch Menus**.

- a. Select Add to add items to a box lunch menu, and the Field Menu Maintenance Add Menu Items Screen AJK-857 (fig. 7.9-11) is displayed.
- b. Select Modify to change the meal quantities for a specific box lunch menu, and the Field Menu Maintenance - Modify Meals Screen AJK-858 is displayed. See paragraph 7.9.4 for processing instructions.
- c. Select Delete to delete menu items, menu meals, or a complete menu. The Delete Field Menus Ring Menu is displayed. See paragraph 7.9.5 for processing instructions.
- d. Select Print to print a specific box lunch menu, and the following messages are displayed: **Loading arrays, please wait**; then, **Printing report, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.
- e. Use Select to choose another menu or menu number, and the Field Menu Maintenance - Select Menu Screen AJK-750 (fig. 7.9-1) is displayed.
- f. Select Return and the File Maintenance Command Menu is displayed.
- g. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.13 Field Menu Maintenance - Add Menu Items Screen AJK-857. Use this screen (fig. 7.9-11) to add items to a specific box lunch menu. The cursor is positioned in the TIIN field for the first item.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE			AJK-857
ADD MENU ITEMS					
TYPE OF MENU:		BOX LUNCH		MENU NUMBER: 2	
TIIN	ITEM NAME	PER CD	UI	QTY	
582-1346	BOLOGNA	P	LB	12.00	
043-3198	EGGS SHELL DOM	P	DZ	16.00	
WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC> TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY					

Figure 7.9-11. Field Menu Maintenance - Add Menu Items Screen (AJK-857) - Box Lunch Menu.

a. Enter a TIIN and press [ENTER]. A message is displayed: **Validating TIIN, please wait**. Then, the item name, perishability code, and unit of issue are displayed. The cursor moves to the QTY field.

b. Enter a quantity for the item and press [ENTER]. The cursor moves to the next field. Repeat these steps until you complete your entries.

c. When you finish adding items to the menu, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Inserting Menu Items, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.14 Field Menu Maintenance - Modify Meals Screen AJK-858. Use this screen (fig. 7.9-12) to change the quantities of items listed on a box lunch menu. This screen displays the type of menu, menu number, NSN, item name, perishability code, unit of issue, and quantity. Six items can be displayed at a time. The cursor is positioned in the QTY field for the first item.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE			AJK-858
MODIFY MEALS					
TYPE OF MENU:		BOX LUNCH		MENU NUMBER: 2	
NSN	ITEM NAME	PER CD	UI	QTY	
8905-00-582-1346	BOLOGNA	P	LB	15.00	
8910-00-043-3198	EGGS SHELL DOM	P	DZ	17.00	
8905-01-039-8809	HAM PULLMAN PEAR SHAPED	P	LB	6.00	
8910-00-656-0993	CHEESE AMERICAN PROC SL	P	LB	10.00	
8915-00-127-8019	CARROT W/O TOP FRESH	P	LB	6.00	
8915-00-252-3783	CELERY FRESH	P	LB	6.00	
<p>WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC></p> <p>TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY</p>					

Figure 7.9-12. Field Menu Maintenance - Modify Meals Screen (AJK-858) - Box Lunch Menu.

a. Enter a new quantity over the old and press [ENTER]. The cursor moves to the next QTY field.

b. Repeat these steps until you complete your changes. When you finish, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. The following messages are displayed: **Updating menu records, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.15 Delete Field Menus Ring Menu. This ring menu (fig. 7.9-13) is displayed when you select Delete from the Field Menu Options Ring Menu. Use it to choose the type of deletion you want.

DELETE FIELD MENUS: Menu Items Return eXit
Delete all items on menu

Figure 7.9-13. Delete Field Menus Ring Menu.

- a. Select Menu to delete a complete box lunch menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Menu Screen AJK-858 (fig. 7.9-14) is displayed.
- b. Select Items to delete items from a box lunch menu. A message is displayed: **Loading arrays, please wait**; then, the Field Menu Maintenance - Delete Items Screen AJK-856 is displayed. See paragraph 7.9.17 for processing instructions.
- c. Select Return and the File Maintenance Command Menu is displayed.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.9.16 Field Menu Maintenance - Delete Menu Screen AJK-858. Use this screen (fig. 7.9-14) to delete a complete box lunch menu. This screen displays the, type of menu, menu number, NSN, item name, perishability code, unit of issue, and quantity. Six items can be displayed at a time. The cursor stays in the NSN field throughout processing.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE		AJK-858	
DELETE MENU					
TYPE OF MENU:		BOX LUNCH		MENU NUMBER: 2	
NSN	ITEM NAME	PER CD	UI	QTY	
8905-00-582-1346	BOLOGNA	P	LB	15.00	
8910-00-656-0993	CHEESE AMERICAN PROC SL	P	LB	10.00	
8915-00-127-8019	CARROT W/O TOP FRESH	P	LB	6.00	
8915-00-252-3783	CELERY FRESH	P	LB	6.00	
8915-00-226-8812	APPLES EATING FRESH	P	LB	36.00	
8920-00-T53-5776	BREAD WHITE 24 OZ	P	LF	12.00	
WHEN FINISHED VIEWING DATA, DEPRESS <ESC>					

Figure 7.9-14. Field Menu Maintenance - Delete Menu Screen (AJK-858) - Bpx Lunch Menu.

- a. You can review this information by using the following keys:
 - (1) Use the [ENTER] or [DOWN ARROW] key to scroll forward through the list. Use the [UP ARROW] key to scroll back.
 - (2) Use the [F3] key to page forward and the [F4] key to page back.
- b. When you finish your review, press [ESC]. The Confirm Menu Deletion Ring Menu is displayed. See paragraph 7.9.9 for processing instructions.

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7.9.17 Field Menu Maintenance - Delete Items Screen AJK-856. Use this screen (7.9-15) to delete items from a box lunch menu. This screen displays the type of menu, menu number, NSN, item name, perishability code, unit of issue, and quantity. Six items can be displayed at a time. The cursor is positioned in the DEL CD field for the first item.

DATE: 24 Jan 92		FIELD MENU MAINTENANCE				AJK-856
DELETE ITEMS						
TYPE OF MENU:		BOX LUNCH			MENU NUMBER: 2	
DEL CD	NSN	ITEM NAME	PER CD	UI	QTY	
D	8905-00-582-1346	BOLOGNA	P	LB	15.00	
	8905-00-045-3798	EGGS SHELL DOM	P	DZ	17.00	
D	8905-01-039-8809	HAM PULLMAN PEAR SHAPED	P	LB	6.00	
	8910-00-656-0993	CHEESE AMERICAN PROC SL	P	LB	10.00	
	8915-00-127-8019	CARROT W/O TOP FRESH	P	LB	6.00	
	8915-00-252-3783	CELERY FRESH	P	LB	6.00	
<p>WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC></p> <p>TO INTERRUPT PROCESSING, DEPRESS THE BREAK KEY</p> <p>ENTER 'D' TO DELETE ALL MEALS FOR ITEM</p>						

Figure 7.9-15. Field Menu Maintenance - Delete Items Screen (AJK-856) - Box Lunch Menu.

- a. Enter D in this field for each item you want to delete and press [ENTER]. The cursor moves to the next item. Repeat this step until you finish selecting items.
- b. You can use the following keys to review the items:
 - (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list.
 - (2) Use the [F3] key to page forward and [F4] to page back.
- c. When you finish your entries, press [ESC]. The CONFIRM INDICATOR field is displayed.

(1) Enter Y and press [ESC]. A message is displayed: **Deleting menu records, please wait**; then, **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Initializing arrays, please wait**. Then, the Field Menu Options Ring Menu is displayed.

7.9.18 Outputs.

a. The File Maintenance Field Menu Report (PCN AJK-3E1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report.

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

7.10 Bulletin Board Maintenance Subfunction.

a. Use this subfunction to add, change, and delete information on the DFO Bulletin Board Screen AJK-002. For example, you can use it to give the DFOs information about TISA inventory dates, turn-in dates, and schedules for DFO account reconciliation and verification. This subfunction contains two processes and two exit options:

(1) Add/Update Message (para 7.10.1).

(2) Delete Message (para 7.10.2).

(3) Exit the Bulletin Board Command Menu and return to the File Maintenance Command Menu or AFMIS Command Menu (TISA/Prime Vendor) screen.

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b. To review the Bulletin Board processes, select J from the File Maintenance Command Menu. The Bulletin Board Command Menu (fig. 7.10-1) is displayed.

BULLETIN BOARD COMMAND MENU: A B R X		
ADD/MODIFY BULLETIN BOARD MESSAGE		
DATE: 26 Apr 94	BULLETIN BOARD COMMAND MENU	AJK-704
OPTION CODE	DESCRIPTION	
A	ADD/MODIFY MESSAGE	
B	DELETE MESSAGE	
R	RETURN TO FILE MAINTENANCE MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 7.10-1. Bulletin Board Command Menu.

7.10.1 Add/Update Bulletin Board Message Process. Use this process to add and change messages on the DFO Bulletin Board - TISA Screen AJK-002. Use it to provide dining facility personnel information about menu boards, classes, and other activities. When you confirm your entries, the data is sent directly to the DFO database. When the DFO user logs in, the message is displayed. You can change the message as often as you choose, but the DFO operator will only see the last message you updated.

7.10.1.1 Processing Restrictions. None.

7.10.1.2 Processing Materials. None.


```
[ ]  
DATE: [17 Jun 90] BULLETIN BOARD FILE AJK-728  
[TISA - ADD BULLETIN BOARD MESSAGE]  
  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]
```

[] []

Enter bulletin board message. Press <ESCAPE> when finished.

- a. After you enter information in a field, press [ENTER]. The cursor moves to the next field.

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(3) Use the ARROW keys to move up and down fields.

NOTE: This screen does not have a wrap around feature for text. When you reach the end of a line, you hear a warning beep. Make sure the last word you typed is complete before you press [ENTER]. If the word is not complete, you can use a hyphen and finish typing it on the next line. You can also press the [BACKSPACE] key until you reach the first letter of the word and then use the [SPACEBAR] to erase it. Press [ENTER] and continue typing on the next line.

(4) Figure 7.10-3 shows a sample message screen.

```
[ ]
DATE: [17 Jun 90]          BULLETIN BOARD FILE      AJK-728
                        [TISA - ADD    BULLETIN BOARD MESSAGE]

[1. Book Inventory will be taken at Fort Lee on 31 May. Subsistence for consumption
[will be drawn on 25 May.]
[ ]

[2. This screen can be used for any type of message deemed appropriate by the TISO.]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
[ ]
```

[] []

Enter bulletin board message. Press <ESCAPE> when finished.

Figure 7.10-3. TISA - Add Bulletin Board Message Screen (example).

b. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.10.1.5 for processing instructions.

c. When you finish your entries, press [ESC]. A message is displayed: **[Enter 'Y' to confirm or 'N' to cancel. Press [ESCAPE]:**

(1) Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Inserting bulletin board message. Please wait . . .** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Message was not confirmed. The database will not be updated.** Then, the Bulletin Board Command Menu is displayed.

NOTE: Once you enter a message for the first time and confirm it, the next time you select option A (Add/Modify), the TISA - Modify Bulletin Board Message Screen (AJK-728) is displayed. To add a brand new message, use the Delete option to erase the old one or use the Modify Screen to make changes.

```
[
DATE: [17 Jun 90]             BULLETIN BOARD FILE      AJK-728
                               [TISA - MODIFY BULLETIN BOARD MESSAGE]

[1. Book Inventory will be taken at Fort Lee on 31 May. Subsistence for consumption ]
[will be drawn on 25 May.                                         ]
[                                                                ]
[2. This screen can be used for any type of message deemed appropriate by the   ]
[ TISO.                                                            ]
[                                                                ]
[3. This message board can be modified and changed at any time.                ]
[                                                                ]
[ The user will see the most current change upon LOGIN to the system.           ]
[                                                                ]
[                                                                ]
[                                                                ]
[                                                                ]
[                                                                ]
[                                                                ]
[                                                                ]
                                ] [ ]

Enter bulletin board message. Press <ESCAPE> when finished.
```

- a. To change information, move the cursor to the field(s) you want and type in the new data over the old. Press [ENTER] and the cursor moves to the next field.

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c. When you finish your entries, press [ESC]. A message is displayed: **[Enter 'Y' to confirm or 'N' to cancel. Press [ESCAPE].**

(1) Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Updating bulletin board message. Please wait . . .** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Message was not confirmed. The database will not be updated.** Then, the File Maintenance Command Menu is displayed.

OR

(3) Press [ESC] with no entry and a message is displayed: **Message was not modified. Table will not be updated.** Then, the File Maintenance Command Menu is displayed.

d. To exit this menu, enter R. The TISA Command Menu is displayed.

7.10.1.5 Interrupt Ring Menu. This ring menu (fig. 7.10-6) is displayed when you press [DELETE]. Use it to continue processing, start over, return to the Bulletin Board Command Menu or exit processing.

PROCESS INTERRUPT: Continue Start over Discard & Return eXit
Ignore interrupt and continue normal processing on this screen.

Figure 7.10-6. Interrupt Ring Menu.

- a. Select Continue and the cursor moves back to the last data entry field you completed.
- b. Select Start over and the cursor moves back to the last data entry field you completed.
- c. Select Discard & Return and the Bulletin Board Command Menu is displayed. The BBD file is not updated.
- d. Select eXit and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

7.10.2 Delete Bulletin Board Message Process. Use this process to delete messages on the DFO Bulletin Board - TISA Screen AJK-002. When you want to create a brand new message, use it to delete the existing message. When you confirm your entries, the data is deleted from the DFO database.

7.10.2.2 Processing Materials. None.

```
[
DATE: [17 Jun 90]          BULLETIN BOARD FILE      AJK-728
                           [TISA - DELETE   BULLETIN BOARD MESSAGE]

[1. Book Inventory will be taken at Fort Lee on 31 May. Subsistence for consumption
will be drawn on 25 May.

[
[2. This screen can be used for any type of message deemed appropriate by the
TISO.

[
[
[
[
[
[
[
[
[
[
[Enter 'Y' to confirm or 'N' to cancel. Depress <ESCAPE>:] [N]
```

- a. The cursor is positioned in the CONFIRM field.

(1) Enter Y to delete your message from the DFO Bulletin Board File (BBD). Press [ESC] and a message is displayed: **Deleting bulletin board message. Please wait.** Then, the File Maintenance Command Menu is displayed.

OR

(2) Enter N and press [ESC]. A message is displayed: **Delete was not confirmed. Message will remain on database.** Then, the File Maintenance Command Menu is displayed.

b. To exit this menu, enter R. The TISA Command Menu is displayed.

c. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 7.10.1.5 for processing instructions.

7.10.2.4 Outputs. No reports are printed during this process. Your message is deleted from the BBD file and Screen AJK-002.

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SECTION 8. REPORTS AND INQUIRIES FUNCTION

8.1 Reports and Inquiries Function.

a. Use the Reports and Inquiries function to review files and print reports. Reports and Inquiries contains two subfunctions:

(1) Inquiries (para 8.2).

(2) Reports (para 8.6).

b. To review the subfunctions in Reports and Inquiries, select Q from the TISA Command Menu (fig. 8.1-1).

TISA:	Stock	Financial	Maint	Query&Rpts	PhysInvy	Loc'n	BatchTISA	eXit
DATE:	04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU						AJK-600
	OPTION CODE	RING MENU SELECTION OPTIONS						
	S	STOCK ACCOUNTING						
	F	FINANCIAL ACCOUNTING						
	M	FILES MAINTENANCE						
	Q	REPORTS AND INQUIRIES						
	P	PHYSICAL INVENTORY						
	L	STORAGE LOCATION						
	B	TISA BATCH PROCESSES						
	X	SIGN OFF TISA SUBSYSTEM						
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:								

Figure 8.1-1. TISA Command Menu Screen (AJK-600).

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c. The Reports and Inquiries Command Menu (fig. 8.1-2) is displayed.

REPORTS AND INQUIRIES : A B R X		
Inquiries !		
DATE: 04 APR 92	REPORTS AND INQUIRIES COMMAND MENU	AJK-819
OPTION CODE	DESCRIPTION	
A	INQUIRIES	
B	REPORTS	
R	RETURN TO THE TISA COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 8.1-2. Reports and Inquiries Command Menu Screen (AJK-819).

8.2 Inquiries Subfunction.

a. Use this subfunction to recall information from files that store data for other TISA transactions. Information you can recall includes: master item file data, customer data, and transaction register data. You can access these files any time during the month. This subfunction contains three processes and two exit options:

- (1) Transaction Register File Inquiries (para 8.3).
- (2) Master Item File Inquiries (para 8.4).
- (3) Customer Information File Inquiries (para 8.5).

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b. To review the processes in Inquiries, select A from the Reports and Inquiries Command Menu. The Inquiries Menu (fig. 8.2-1) is displayed.

INQUIRIES : A B C R X		
Transaction Register File Inquiries!		
DATE: 04 APR 92	INQUIRIES MENU	AJK-820
OPTION CODE	DESCRIPTION	
A	TRANSACTION REGISTER FILE INQUIRIES	
B	MASTER ITEM FILE INQUIRIES	
C	CUSTOMER INFORMATION FILE INQUIRY	
R	RETURN TO THE REPORTS AND INQUIRIES COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 8.2-1. Inquiries Menu Screen (AJK-820).

8.3 Transaction Register File Inquiries Process. Use this process to check records on the Transaction Register File. The register contains specific transaction status for all NSNs, MCNs, and customers supported by the TISA.

8.3.1 Processing Restrictions. None.

8.3.2 Processing Materials. For more information, use the following materials:

- a. The Customer Information File Report (PCN AJK-CIF).
- b. The Master Item File Report (PCN AJK-MIF).
- c. The Daily Transaction Register Report (PCN AJK-6M1) or the Monthly Transaction Register Report (PCN AJK-6N1).

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8.3.3 Transaction Register File Inquiry Screen AJK-840. To begin the Transaction Register File Inquiry process, select A from the Inquiries Menu. The Transaction Register File Inquiry Screen (fig. 8.3-1) is displayed. This is the data entry screen for all the remaining transaction register file inquiry screens. The combination of information you enter displays the inquiry screen you want to review. For example:

Select From: (ISS), (ISA), (ISR), (RCT), (RQN), (TRI), (TRO), (TRN), (TRA),-			
(TRR), (ROS), (SOC), (ADJ), (STA), (INV), (TOR), (TOA), (TIR), (TIA), OR [ALL] !			
[
DATE: [08 Sep 92]	TRANSACTION REGISTER FILE INQUIRY		AJK-840
**ENTER THE REQUIRED DATA BELOW, (OR) DEPRESS THE <ENTER> KEY! **			
NSN/MCN:	[ALL][---]		
TRANSACTION DATE (OF) OR (FROM):	[01 Sep 92] dd mmm yy		
TRANSACTION DATE (TO):	[04 Sep 92] dd mmm yy		
CUSTOMER ID:	[YDF006]		
TRANSACTION CODE:	[ALL] [] [] [] [] [] [] [] [] []		
** AFTER ENTERING DATA, DEPRESS THE <Esc> KEY TO CONTINUE PROCESSING **			
Enter (ALL), (Or) A Specific Transaction code !			

Figure 8.3-1. Transaction Register File Inquiry Screen (AJK-840).

a. The cursor is positioned in the NSN/MCN field.

(1) Enter ALL for an inquiry on all NSN/MCN(s) and press [ENTER].

OR

(2) Press [ENTER] with no entry and the cursor moves to the next field so you can enter a specific NSN/MCN.

b. When the NSN/MCN you enter is invalid, a message is displayed: **No Recent Business On This Subsistence Item!** Then, the Process Interrupt Ring Menu is displayed. See paragraph 8.3.4 for processing instructions.

c. Enter the beginning transaction date (OF) or (FROM) in dd mmm yy format and press [ENTER].

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- d. Enter the ending Transaction Date (TO) and press [ENTER].
- e. Enter a customer ID code or press [ENTER] and the cursor moves to the next field. When the customer you enter is invalid, a message is displayed: **No Recent Business On This Customer ID!** Then, the Process Interrupt Ring Menu is displayed. See paragraph 8.3.4 for processing instructions.
- f. Enter ALL in the first TRANSACTION CODE field for an inquiry on all transaction codes and press [ENTER]. A message is displayed: **Searching file for matching records. Please wait.**

OR

- g. Enter specific transaction codes for an inquiry and press [ENTER]. Transaction codes are displayed at the top of your screen. These codes are defined as follows:

ISS - Issues

ISA - Issue Adjustment

ISR - Issue Reversal

RCT - Receipts

RQN - Requisitions

TRI - Transfer from another TISA

TRO - Transfer out to another TISA

TRN - Turn-in

TRA - Turn-in Adjustment

TRR - Reversed Turn-in

ROS - Report of Survey

SOC - Statement of Charges

ADJ - Balance on Hand (BOH) Adjustment

STA - Status of Requisitions

INV - Inventory

TOR - Reversed Transfer Out

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TOA - Transfer Out Adjustment

TIR - Reversed Transfer In

TIA - Transfer In Adjustment

h. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 8.3.4 for processing instructions.

i. When you finish your entries, press [ESC].

(1) The system reads the Transaction Register File and counts the number of records on file that match the information you enter. When there are no matching records, a Negative Report (PCN AJK-5A1) is printed.

(2) The number of records selected for your inquiry is displayed at the top of the Transaction Register File Inquiry Record Count Screen (fig. 8.3-2). This screen gives you the following options:

<p style="text-align: center;">There Are (3) Matching Records For This Inquiry !</p> <p>ENTER A (1) IF YOU WISH TO CONTINUE THE INQUIRY (OR) ENTER A (2) IF YOU WISH TO PRINT OUT ALL THE RECORDS (OR) ENTER A (3) IF YOU WISH TO EXIT THE INQUIRY ! >>>>>----->></p>

Figure 8.3-2. Transaction Register File Inquiry Record Count Screen (Example).

(a) Enter 1 to continue the inquiry.

(b) Enter 2 to print all the transaction records, and the following message is displayed: **Printed Copy of Transaction Register File Inquiry is Being Printed.** Then, the Inquiries Menu is displayed.

(c) Enter 3 and the following message is displayed: **Exiting Transaction Register File Inquiry Process.** Then, the Inquiries Menu is displayed.

(3) Press [ENTER] after you make a selection.

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j. Depending on the combination of inquiry data you enter on the Transaction Register File Inquiry Screen AJK-840, any of the following 12 screens can be displayed for review. The following inquiry combinations (fig. 8.3-3/8.3-4) display the necessary data to enter for each screen you choose.

INQUIRY COMBINATIONS						
NSN/MCN	TRANS DATE (OF) OR (FROM)	TRANS DATE (TO)	CUST ID	TRANS CODE	DISPLAYS SCREEN #	PRINTS
ALL NSN(s)	DATE		CUST ID	ALL CODES	AJK-841	PCN AJK-5A1
ALL NSN(s)	DATE			ALL CODES	AJK-842	PCN AJK-5A1
ALL NSN(s)	DATE	DATE	CUST ID	ALL CODES	AJK-843	PCN AJK-5A1
ALL NSN(s)	DATE	DATE		ALL CODES	AJK-844	PCN AJK-5A1
ALL NSN(s)			CUST ID	ALL CODES	AJK-845	PCN AJK-5A1
ALL NSN(s)				ALL CODES	AJK-846	PCN AJK-5A1
SPECIFIC NSN	DATE		CUST ID	ALL CODES	AJK-847	PCN AJK-5A1
SPECIFIC NSN	DATE			ALL CODES	AJK-848	PCN AJK-5A1
SPECIFIC NSN	DATE	DATE	CUST ID	ALL CODES	AJK-849	PCN AJK-5A1
SPECIFIC NSN	DATE	DATE		ALL CODES	AJK-850	PCN AJK-5A1
SPECIFIC NSN			CUST ID	ALL CODES	AJK-851	PCN AJK-5A1
SPECIFIC NSN				ALL CODES	AJK-852	PCN AJK-5A1
ALL NSN(s)	DATE		CUST ID	SPECIFIC CODES	AJK-841	PCN AJK-5A1
ALL NSN(s)	DATE			SPECIFIC CODES	AJK-842	PCN AJK-5A1
ALL NSN(s)	DATE	DATE	CUST ID	SPECIFIC CODES	AJK-843	PCN AJK-5A1
ALL NSN(s)	DATE	DATE		SPECIFIC CODES	AJK-844	PCN AJK-5A1
ALL NSN(s)			CUST ID	SPECIFIC CODES	AJK-845	PCN AJK-5A1

Figure 8.3-3. Transaction Inquiry Combinations.

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INQUIRY COMBINATIONS (CONTINUED)						
NSN/MCN	TRANS DATE (OF) OR (FROM)	TRANS DATE (TO)	CUST ID	TRANS CODE	DISPLAYS SCREEN #	PRINTS
ALL NSN(s)	DATE			SPECIFIC CODES	AJK-846	PCN AJK-5A1
SPECIFIC NSN	DATE		CUST ID	SPECIFIC CODES	AJK-847	PCN AJK-5A1
SPECIFIC NSN	DATE			SPECIFIC CODES	AJK-848	PCN AJK-5A1
SPECIFIC NSN	DATE	DATE	CUST ID	SPECIFIC CODES	AJK-849	PCN AJK-5A1
SPECIFIC NSN	DATE	DATE		SPECIFIC CODES	AJK-850	PCN AJK-5A1
SPECIFIC NSN			CUST ID	SPECIFIC CODES	AJK-851	PCN AJK-5A1
SPECIFIC NSN				SPECIFIC CODES	AJK-852	PCN AJK-5A1

Figure 8.3-4. Transaction Inquiry Combinations (Continued).

- k. You can review information on the Inquiry Screens (fig. 8.3-6 thru 8.3-17) by using the following keys:
- l. Use the [ENTER] key to scroll through the block of information.
 - m. Use the [F3], [F4], or ARROW keys to page forward or back.
 - (1) To exit from any screen inquiry, enter X in the OPTION field.
 - (2) To print a copy of the information, enter P in the OPTION field.
 - (3) When you enter P, the Transaction Register File Inquiry Report (PCN AJK-5A1) is printed. Then, the Inquiries Menu is displayed.
 - (4) When you enter X, the Inquiries Menu is displayed.

8.3.4 Process Interrupt Ring Menu. Use this ring menu (fig. 8.3-5) to continue processing, start over, return to the Reports and Inquiries Command Menu, or exit processing.

PROCESS INTERRUPT: Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing on this screen

Figure 8.3-5. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing your inquiry.
- b. Select Start Over and the Inquiries Menu is displayed.
- c. Select Discard & Return and the Reports and Inquiries Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

8.3.5 Transaction Register File Inquiry Screen AJK-841. Use this screen (fig. 8.3-6) to review transactions on the Transaction Register File for all NSN/MCN(s), a specific transaction date, a specific customer ID code, and all transaction codes.

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a. This screen displays the customer ID code, transaction date, NSN/MCN, item name, type of transaction, document identifier code (DIC), entry date, VRGC number, transaction quantity, and due-in quantity. Two items are displayed at a time.

There Are (8) Records Remaining In This Block !		
[
DATE : [31 May 92]	TRANSACTION REGISTER FILE INQUIRY	AJK-841
CUSTOMER ID: [YDF005]	TRANS DATE: [15 May 92]	
NSN/MCN	[8905-01-T82-6058]	[8910-00-T25-8440]
ITEM NAME	[PORK HAM DICED, SLICED IP]	[CHEESE CHED DICED/SHED IP]
TYPE TRANSACTION	[ISS]	[ISS]
DIC CODE	[A5A]	[A5A]
ENTRY DATE	[15 May 92]	[15 May 92]
VRGC NUMBER	[0]	[0]
TRANSACTION QUANTITY	[10]	[10]
DUE IN QUANTITY	[0]	[0]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !		
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],		
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !		

Figure 8.3-6. Transaction Register File Inquiry Screen (AJK-841).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.6 Transaction Register File Inquiry Screen AJK-842. Use this screen (fig. 8.3-7) to review transactions on the Transaction Register File for all NSN/MCNs, a specific transaction date, and all transaction codes.

a. This screen displays the transaction date, NSN/MCN, item name, type of transaction, DIC code, entry date, VRGC number, transaction quantity, due-in quantity, and document number. Two items are displayed at a time.

There Are (50) More Records Remaining In This Block !		
[
DATE : [31 May 92]	TRANSACTION REGISTER FILE INQUIRY	AJK-842
TRANS DATE: [15 May 92]		
NSN/MCN	[8905-00-403-9592]	[8905-00-133-5886]
ITEM NAME	[BACON SLICED FZN SHINGLE]	[BEEF KNUCKLE SPECIAL]
TYPE TRANSACTION	[RCT]	[RCT]
DIC CODE	[D6U]	[D6U]
ENTRY DATE	[15 May 92]	[15 May 92]
VRGC NUMBER	[25]	[25]
TRANSACTION QUANTITY	[2014]	[600]
DUE IN QUANTITY	[2014]	[600]
DOCUMENT NUMBER	[W26QKQ00810038]	[W26QK00810009]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !		
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],		
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !		

Figure 8.3-7. Transaction Register File Inquiry Screen (AJK-842).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.7 Transaction Register File Inquiry Screen AJK-843. Use this screen (fig. 8.3-8) to review transactions on the Transaction Register File for all NSN/MCNs, a range of dates, a specific customer ID code, and all transaction codes.

a. This screen displays the customer ID code, a range of dates, NSN/MCN, item name, type of transaction, transaction date, DIC code, entry date, VRGC number, transaction quantity, and due-in quantity. Two items are displayed at a time.

There Are (11) Records Remaining In This Block !		
[
DATE : [31 May 92]	TRANSACTION REGISTER FILE INQUIRY	AJK-843
CUSTOMER ID: [YDF002]	DATE FROM: [15 May 92]	DATE TO: [17 May 92]
NSN/MCN:	[8905-01-T82-6058]	[8905-01-T82-6058]
ITEM NAME:	[PORK HAM DICED, SLICED IP]	[PORK HAM DICED, SLICED IP]
TYPE TRANSACTION:	[ISS]	[ISS]
TRANSACTION DATE:	[15 May 92]	[17 May 92]
DIC:	[A5A]	[A5A]
ENTRY DATE:	[15 May 92]	[24 May 92]
VRGC NUMBER:	[0]	[0]
TRANSACTION QUANTITY:	[10]	[10]
DUE IN QUANTITY:	[0]	[0]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !		
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],		
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !		

Figure 8.3-8. Transaction Register File Inquiry Screen (AJK-843).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.8 Transaction Register File Inquiry Screen AJK-844. Use this screen (fig. 8.3-9) to review transactions on the Transaction Register File for all NSN/MCNs, a range of dates, and all transaction codes.

a. This screen displays a range of dates, NSN/MCN, item name, type of transaction, transaction date, DIC code, entry date, VRGC number, transaction quantity, due-in quantity, and document number. Two items are displayed at a time.

There Are (180) More Records Remaining In This Block !		
[
DATE : [31 May 92]	TRANSACTION REGISTER FILE INQUIRY	AJK-844
DATE FROM: [15 May 92]		DATE TO: [17 May 92]
NSN/MCN:	[8905-00-403-9592]	[8905-00-403-9592]
ITEM NAME:	[BACON SLICED FZN SHINGLE]	[BACON SLICED FZN SHINGLE]
TYPE TRANSACTION:	[RCT]	[ISS]
TRANSACTION DATE:	[15 May 92]	[17 May 92]
DIC:	[D6U]	[A5A]
ENTRY DATE:	[15 May 92]	[24 May 92]
VRGC NUMBER:	[25]	[0]
TRANSACTION QUANTITY:	[2014]	[2]
DUE IN QUANTITY:	[2014]	[0]
DOCUMENT NUMBER:	[W26QKQ00810038]	[W26L8F01208001]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !		
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],		
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !		

Figure 8.3-9. Transaction Register File Inquiry Screen (AJK-844).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.9 Transaction Register File Inquiry Screen AJK-845. Use this screen (fig. 8.3-10) to review transactions on the Transaction Register File for all NSN/MCNs, a specific customer ID code, and all transaction codes.

a. This screen displays the customer ID code, NSN/MCN, item name, type of transaction, transaction date, DIC code, entry date, VRGC number, transaction quantity, and due-in quantity. Two items are displayed at a time.

There Are (28) Records Remaining In This Block!		
[
DATE : [31 May 92]	TRANSACTION REGISTER FILE INQUIRY	AJK-845
CUSTOMER ID: [YDF002]		
NSN/MCN:	[8905-01-T82-6058]	[8910-00-T25-8440]]
ITEM NAME:	[PORK HAM DICED, SLICED IP]	[CHEESE CHED DICED/SHRD IP]
TYPE TRANSACTION:	[ISS]	[ISS]
TRANSACTION DATE:	[15 May 92]	[15 May 92]
DIC:	[A5A]	[A5A]
ENTRY DATE:	[15 May 92]	[24 May 92]
VRGC NUMBER:	[0]	[0]
TRANSACTION QUANTITY:	[250]	[10]
DUE IN QUANTITY:	[250]	[0]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !		
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],		
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !		

Figure 8.3-10. Transaction Register File Inquiry Screen (AJK-845).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.10 Transaction Register File Inquiry Screen AJK-846. Use this screen (fig. 8.3-11) to review all transactions on the Transaction Register File for all NSN/MCNs and all transaction codes.

a. This screen displays an NSN/MCN, item name, type of transaction, transaction date, DIC code, entry date, VRGC number, transaction quantity, due-in quantity, and document number. Two items are displayed at a time.

There Are (10) More Records Remaining After This Block!		
[
DATE : [31 May 92]	TRANSACTION REGISTER FILE INQUIRY	AJK-846
NSN/MCN:	[8905-00-403-9592]	[8905-00-403-9592]
ITEM NAME:	[BACON SLICED FZN SHINGLE]	[BACON SLICED FZN SHINGLE]
TYPE TRANSACTION:	[RCT]	[ISS]
TRANSACTION DATE:	[15 May 92]	[17 May 92]
DIC:	[D6U]	[A5A]
ENTRY DATE:	[15 May 92]	[24 May 92]
VRGC NUMBER:	[12]	[0]
TRANSACTION QUANTITY:	[500]	[50]
DUE IN QUANTITY:	[500]	[0]
DOCUMENT NUMBER:	[W26QKQ00850041]	[W26L8F01218005]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !		
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],		
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !		

Figure 8.3-11. Transaction Register File Inquiry Screen (AJK-846).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.11 Transaction Register File Inquiry Screen AJK-847. Use this screen (fig. 8.3-12) to review transactions on the Transaction Register File for a specific NSN/MCN, a specific transaction date, a specific customer ID code, and all transaction codes.

a. This screen displays an NSN/MCN, item name, transaction date, customer ID code, type of transaction, DIC code, VRGC number, entry date, transaction quantity, and due-in quantity. Six items can be displayed at a time.

There Are (4) Records Remaining In This Block!					
[]					
DATE : [31 May 92]		TRANSACTION REGISTER FILE INQUIRY		AJK-847	
NSN/MCN: [8905-00-965-2128]		ITEM NAME: [CHIC CUT UP W/O BACK]			
TRANSACTION DATE: [17 May 92]		CUSTOMER ID: [YDF002]			
TYPE	DIC	VRGC	ENTRY	TRANS	DUE IN
TRANS		NO.#	DATE	QTY	QTY
[ISS]	[A5A]	[0]	[17 May 92]	[150]	[0]
[ISS]	[A5A]	[0]	[17 May 92]	[200]	[0]
[ISS]	[A5A]	[0]	[05 Apr 92]	[150]	[0]
[ISS]	[A5A]	[0]	[11 Apr 92]	[100]	[0]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !					
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],					
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !					

Figure 8.3-12. Transaction Register File Inquiry Screen (AJK-847).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.12 Transaction Register File Inquiry Screen AJK-848. Use this screen (fig. 8.3-13) to review transactions on the Transaction Register File for a specific NSN/MCN, a specific transaction date, and all transaction codes.

a. This screen displays an NSN/MCN, item name, transaction date, type of transaction, DIC code, VRGC number, entry date, transaction quantity, due-in quantity, and document number or activity. Six items can be displayed at a time.

There Are (3) Records Remaining In This Block!						
[]						
DATE : [31 May 92]		TRANSACTION REGISTER FILE INQUIRY			AJK-848	
NSN/MCN: [8905-00-965-2128]		ITEM NAME: [CHIC CUT UP W/O BACK]				
TRANSACTION DATE: [17 May 92]						
TYPE	DIC	VRGC	ENTRY	TRANS	DUE IN	DON/ACTIVITY
TRANS		NO.#	DATE	QTY	QTY	
[ISS]	[A5A]	[0]	[04 Mar 92]	[160]	[0]	[YDF003]
[ISS]	[A5A]	[0]	[11 Mar 92]	[120]	[0]	[YDF004]
[ISS]	[A5A]	[0]	[20 Mar 92]	[160]	[0]	[YDF006]
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !						
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],						
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !						

Figure 8.3-13. Transaction Register File Inquiry Screen (AJK-848).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.13 Transaction Register File Inquiry Screen AJK-849. Use this screen (fig. 8.3-14) to review transactions on the Transaction Register File for a specific NSN/MCN, a range of dates, a specific customer ID code, and all transaction codes.

a. This screen displays an NSN/MCN, item name, a range of dates, customer ID code, type of transaction, DIC code, VRGC number, transaction date, entry date, transaction quantity, and due-in quantity. Six items can be displayed at a time.

There Are (3) Records Remaining In This Inquiry !						
[
DATE : [31 May 92]		TRANSACTION REGISTER FILE INQUIRY			AJK-849	
]						
NSN/MCN: [8905-00-965-2128]		ITEM NAME: [CHIC CUT UP W/O BACK]				
DATE FROM: [01 May 92]		DATE TO: [30 May 92]		CUSTOMER ID: [YDF002]		
TYPE	DIC	VRGC	TRANS	ENTRY	TRANS	DUE IN
TRANS		NO.#	DATE	DATE	QTY	QTY
[ISS]	[A5A]	[0]	[02 May 92]	[03 May 92]	[120]	[0]
[ISS]	[A5A]	[0]	[11 May 92]	[14 May 92]	[40]	[0]
[ISS]	[A5A]	[0]	[14 May 92]	[15 May 92]	[40]	[0]
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !						
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],						
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !						

Figure 8.3-14. Transaction Register File Inquiry Screen (AJK-849).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.14 Transaction Register File Inquiry Screen AJK-850. Use this screen (fig. 8.3-15) to review transactions on the Transaction Register File for a specific NSN/MCN, a range of dates, and all transaction codes.

a. This screen displays an NSN/MCN, item name, a range of dates, type of transactions, DIC code, VRGC number, transaction date, entry date, transaction quantity, due-in quantity, and document number or activity. Six items can be displayed at a time.

There Are (30) Records Remaining In This Block !							
[]							
DATE: [31 May 92]		TRANSACTION REGISTER FILE INQUIRY				AJK-850	
NSN/MCN: [8905-00-965-2128]				ITEM NAME: [CHIC CUT UP W/O BACK]			
DATE FROM: [01 May 92]		DATE TO: [30 May 92]					
TYPE	DIC	VRGC	TRANS	ENTRY	TRANS	DUE IN	DON/ACTIVITY
TRANS		NO.#	DATE	DATE	QTY	QTY	
[ISS]	[A5A]	[0]	[02 May 92]	[03 May 92]	[80]	[0]	[YDF003]
[ISS]	[A5A]	[0]	[02 May 92]	[03 May 92]	[160]	[0]	[YDF001]
[ISS]	[A5A]	[0]	[02 May 92]	[03 May 92]	[120]	[0]	[YDF004]
[ISS]	[A5A]	[0]	[02 May 92]	[03 May 92]	[160]	[0]	[YDF007]
[ISS]	[A5A]	[0]	[02 May 92]	[03 May 92]	[120]	[0]	[YDF009]
[ISS]	[A5A]	[0]	[02 May 92]	[03 May 92]	[160]	[0]	[YDF010]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !							
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],							
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !							

Figure 8.3-15. Transaction Register File Inquiry Screen (AJK-850).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.15 Transaction Register File Inquiry Screen AJK-851. Use this screen (fig. 8.3-16) to review transactions on the Transaction Register File for a specific NSN/MCN, a specific customer ID code, and all transaction codes.

a. This screen displays an NSN/MCN, item name, customer ID code, type of transaction, DIC code, VRGC number, entry date, transaction quantity, and due-in quantity. Six items can be displayed at a time.

There Are (40) Records Remaining In This Block !						
[
DATE : [31 May 92]		TRANSACTION REGISTER FILE INQUIRY			AJK-851	
]						
NSN/MCN: [8905-00-965-2128]		ITEM NAME: [CHIC CUT UP W/O BACK]				
CUSTOMER ID: [YDF002]						
TYPE	SYSTEM	DIC	VRGC	ENTRY	TRANS	DUE IN
TRANS	DATE		NO #	DATE	QTY	QTY
[ISS]	[29 Jan 92]	[A5A]	[0]	[30 Jan 92]	[160]	[0]
[ISS]	[30 Jan 92]	[A5A]	[0]	[31 Jan 92]	[120]	[0]
[ISS]	[02 Feb 92]	[A5A]	[0]	[06 Feb 92]	[80]	[0]
[ISS]	[05 Feb 92]	[A5A]	[0]	[06 Feb 92]	[80]	[0]
[ISS]	[07 Feb 92]	[A5A]	[0]	[08 Feb 92]	[80]	[0]
[ISS]	[09 Feb 92]	[A5A]	[0]	[12 Feb 92]	[200]	[0]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !						
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],						
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !						

Figure 8.3-16. Transaction Register File Inquiry Screen (AJK-851).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

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8.3.16 Transaction Register File Inquiry Screen AJK-852. Use this screen (fig. 8.3-17) to review all transactions on the Transaction Register File for a specific NSN/MCN and all transaction codes.

a. This screen displays an NSN/MCN, item name, type of transaction, DIC code, VRGC number, transaction date, entry date, transaction quantity, due-in quantity, and document number or activity. Six items can be displayed at a time.

There Are (209) More Records Remaining After This Block!							
[
DATE : [31 May 92]		TRANSACTION REGISTER FILE INQUIRY				AJK-852	
NSN/MCN: [8905-00-965-2128]				ITEM NAME: [CHIC CUT UP W/O BACK]			
TYPE	DIC	VRGC	TRANS	ENTRY	TRANS	DUE IN	DON/ACTIVITY
TRANS		NO #	DATE	DATE	QTY	QTY	
[ISS]	[A5A]	[0]	[29 Jan 92]	[30 Jan 92]	[120]	[0]	[YDF002]
[ISS]	[A5A]	[0]	[29 Jan 92]	[30 Jan 92]	[160]	[0]	[YDF003]
[ISS]	[A5A]	[0]	[29 Jan 92]	[30 Jan 92]	[280]	[0]	[YDF001]
[ISS]	[A5A]	[0]	[29 Jan 92]	[30 Jan 92]	[80]	[0]	[YDF005]
[ISS]	[A5A]	[0]	[29 Jan 92]	[30 Jan 92]	[160]	[0]	[YDF004]
[TRN]	[D6A]	[36]	[30 Jan 92]	[31 Jan 92]	[200]	[0]	[YDF006 20290001]
[ISS]	[A5A]	[0]	[30 Jan 92]	[31 Jan 92]	[120]	[0]	[YDF012]
DEPRESS <ENTER> TO REVIEW; AFTER REVIEWING DATA, DEPRESS <Esc> !							
IF A PRINTOUT OF THIS BLOCK OF RECORDS IS DESIRED, ENTER A ``P`` HERE: [],							
(OR) ENTER AN ``X`` TO EXIT, (OR) DEPRESS <ENTER> TO CONTINUE REVIEW !							

Figure 8.3-17. Transaction Register File Inquiry Screen (AJK-852).

- b. See paragraph 8.3.3, steps k thru m for instructions to review this data.
- c. When you finish your review, press [ESC]. The Inquiries Menu is displayed.

8.3.17 Outputs. The Transaction Register Inquiry Report (PCN AJK-5A1) is printed when you enter P in response to the print message. You can use this report to review the status of any specific transaction within the range of dates you select. See appendix C for an example of this report. You are not required to keep a file copy of this report.

8.4 Master Item File Inquiries Process. Use this process to select the type of inquiry you want to review on the installation Master Item File (MIF). You can review a single item or a group of items. This process contains two subprocesses and two exit options:

- a. Master Item File Inquiry by TIIN (para 8.4.3.1).
- b. Master Item File Inquiry by FSC (para 8.4.3.4).

8.4.1 Processing Restrictions. None.

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8.4.2 Processing Materials. Use the Master Item File Report (PCN AJK-MIF) for more information.

8.4.3 Master Item File Inquiries Menu. To review the MIF Inquiry subprocesses, select B from the Inquiries Menu. The Master Item File Inquiries Menu (fig. 8.4-1) is displayed.

MASTER ITEM FILE INQUIRIES : A B R X		
Master Item File Inquiry By TIIN !		
DATE: 04 APR 92	MASTER ITEM FILE INQUIRIES MENU	AJK-653
OPTION CODE	DESCRIPTION	
A	INQUIRY BY TIIN (Last 7 Digits of NSN/MCN)	
B	INQUIRY BY FSC (First 4 Digits of NSN/MCN)	
R	RETURN TO THE INQUIRIES MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.OPTION CODE:		

Figure 8.4-1. Master Item File Inquiries Menu Screen (AJK-653).

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8.4.3.1 Master Item File Inquiry by TIIN Subprocess. To review an item by TISA item identification number (TIIN), select A from the Master Item File Inquiries Menu. The Master Item File Inquiry Screen (TIIN) AJK-637 (fig. 8.4-2) is displayed. The cursor is positioned in the ENTER TIIN field.

DATE: [04 APR 92]	MASTER ITEM FILE INQUIRY (TIIN)	AJK-637
<div style="text-align: center; margin-top: 40px;">ENTER TIIN: [151- 6571]</div> <div style="text-align: center; margin-top: 20px;">TO EXIT TO THE PROCESS INTERRUPT MENU, DEPRESS THE INTERRUPT KEY !</div> <div style="text-align: center; margin-top: 60px;">ENTER LAST SEVEN DIGITS OF NSN/MCN (TIIN), THEN DEPRESS <Esc> !</div>		

Figure 8.4-2. Master Item File Inquiry (TIIN) Screen (AJK-637).

NOTE: You are instructed to press [ESC] after entering a TIIN on Screen AJK-637. However, no action is required after entering a TIIN. This is a system error and is scheduled for correction in a future SCP.

a. Enter a TIIN and a message is displayed: **Searching Master Item File ! Please Wait !** Then, the Master Item File Inquiry - TIIN Screen AJK-633 is displayed.

(1) If you enter an invalid TIIN, an error message is displayed: **Invalid Entry - (Not On File) ! Please Re-enter A Valid TIIN !**

(2) The cursor moves back to the start of the ENTER TIIN field. You can correct your entry.

b. To interrupt processing, press [DELETE]. The Process Interrupt Menu is displayed. See paragraph 8.4.3.5 for processing instructions.

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8.4.3.2 Master Item File Inquiry - TIIN Screens AJK-633/AJK-634. Use these screens (fig. 8.4-3/fig. 8.4-4) to review information for the TIIN you enter on the Master Item File Inquiry-TIIN Screen AJK-637.

[]			
DATE : [04 APR 92]		MASTER ITEM FILE INQUIRY - TIIN				AJK-633	
NSN/MCN		[8915-00-151-6571]		ITEM NAME		[CHERRIES LIGHT SWT #10]	
UNIT OF ISSUE		[CN]		UNIT PRICE		[\$4.49]	
UNIT PACK		[CS]		UNIT PRICE LAST MONTH		[\$4.49]	
UNIT PACK QUANTITY		[6]		UNIT PRICE NEXT MONTH		[\$0.00]	
CONDIMENT INDICATOR		[]		CONTRACT PRICE (CURR)		[0.0000]	
INTENSIVE MANAGEMENT CODE		[]		CONTRACT PRICE (PREV)		[0.0000]	
SOURCE CODE		[D]		CONTRACT PRICE (NEXT)		[0.0000]	
PERISHABILITY CODE		[S]		RECIPE CONVERSION FACTOR		[6.7500]	
BALANCE ON HAND		[0]		CURRENT VENDOR NUMBER		[]	
QUANTITY DUE IN		[0]		PREVIOUS VENDOR NUMBER		[]	
INVENTORY COUNT QUANTITY		[10]		NEXT VENDOR NUMBER		[]	
COST EFFECTIVE DATE		[]		CONTRACT ITEM SEQUENCE NO. (CURR)		[0]	
DEL DAYS (CURR)		[]		CONTRACT ITEM SEQUENCE NO. (NEXT)		[0]	
DEL DAYS (NEXT)		[]		CONTRACT ITEM SEQUENCE NO. (PREV)		[0]	
DEPRESS <ENTER> TO CONTINUE REVIEW (OR) ANY KEY TO EXIT THE INQUIRY: []							

Figure 8.4-3. Master Item File Inquiry - TIIN Screen (AJK-633).

a. This screen lists all the MIF data for an item. Some of the most frequently used information is the NSN/MCN, item name, unit of issue, unit or contract price, unit pack, and unit pack quantity.

(1) To continue your review, press [ENTER]. The Master Item File Inquiry - TIIN Screen AJK-634 (fig. 8.4-4) displays more data for this TIIN.

OR

(2) To end your review, press any key. A message is displayed: **End Of Master Item File Inquiry !** Then, the Master Item File Inquiries Menu is displayed.

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b. This screen displays the NSN/MCN, item name, order ship time (OST) counter, a delete flag, demand data, and storage locations.

]					
DATE : [04 APR 92]		MASTER ITEM FILE INQUIRY - TIIN		AJK-634	
NSN/MCN: [8155-00-151-6571]		ITEM NAME: [CHERRIES LIGHT SWT #10]			
DMD CURRENT: [0]		NON-RECURR DMD CURRENT: [0]		OST CURRENT: [0]	
DMD RECURR	DMD NON-RECURR	OST	DMD RECURR	DMD NON-RECURR	OST
JAN [0]	[0]	[0]	JUL [0]	[0]	[0]
FEB [0]	[0]	[0]	AUG [0]	[0]	[0]
MAR [0]	[0]	[0]	SEP [0]	[0]	[0]
APR [0]	[0]	[0]	OCT [0]	[0]	[0]
MAY [0]	[0]	[0]	NOV [0]	[0]	[0]
JUN [3]	[0]	[0]	DEC [0]	[0]	[0]
PRIME STOCK LOCATION: ABBD]		OST COUNTER: [0]		DELETE FLAG:[]	
ALTERNATE STOCK LOCATION #1: [AABBF]		ALTERNATE STOCK LOCATION #2: []			
DEPRESS <ENTER> TO CONTINUE REVIEW (OR) ANY KEY TO EXIT THE INQUIRY					
(OR) ENTER A ``B`` TO GO BACK TO THE FIRST SCREEN OF THE TIIN INQUIRY: []					

Figure 8.4-4. Master Item File Inquiry - TIIN Screen (AJK-634).

(1) To review the previous screen, enter B in the OPTION field.

OR

(2) To select another item, press [ENTER]. The Master Item File Inquiry (TIIN) Screen AJK-637 (fig. 8.4-2) is displayed.

OR

(3) To end your review, press any key. A message is displayed: **End Of Master Item File Inquiry !** Then, the Master Item File Inquiries Menu is displayed.

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8.4.3.3 Master Item File Inquiry by FSC Subprocess. To review items by federal supply class (FSC), select B from the MIF Inquiries Menu. The Master Item File Inquiry (FSC) Screen AJK-638 (fig. 8.4-5) is displayed. The cursor is positioned in the ENTER FSC field.

DATE : [04 APR 92]	MASTER ITEM FILE INQUIRY (FSC)	AJK-638
<div style="text-align: center; margin-top: 100px;">ENTER FSC: [8910]</div> <div style="text-align: center; margin-top: 100px;">TO EXIT TO THE PROCESS INTERRUPT MENU, DEPRESS THE INTERRUPT KEY !</div> <div style="text-align: center; margin-top: 100px;">ENTER FIRST FOUR DIGITS OF NSN/MCN (FSC), THEN DEPRESS <ESC> !</div>		

Figure 8.4-5. Master Item File Inquiry (FSC) Screen (AJK-638).

- a. Enter the FSC and a message is displayed: **Searching Master Item File ! Please Wait !** Then, the Master Item File Inquiry - FSC Screen AJK-635 (fig. 8.4-6) is displayed.
 - (1) If you enter an invalid FSC, an error message is displayed: **Invalid Entry - (Not On File) ! Please Re-enter A Valid FSC !**
 - (2) The cursor moves back to the start of the ENTER FSC field. You can correct your entry.
- b. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 8.4.3.5 for processing instructions.

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8.4.3.4 Master Item File Inquiry - FSC Screens AJK-635/AJK-636. Use these screens (fig. 8.4-6/fig. 8.4-7) to review information for the FSC you entered on the Master Item File Inquiry (FSC) Screen AJK-638.

a. This screen lists all the MIF data for an item. Some of the most frequently used information is the NSN/MCN, item name, unit of issue, unit or contract price, unit pack, and unit pack quantity.

*																																																											
[
DATE :	[04 APR 92]	MASTER ITEM FILE INQUIRY - FSC	AJK-635																																																								
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">NSN/MCN</td> <td style="width: 30%;">[8910-00-T22-1136]</td> <td style="width: 30%;">ITEM NAM</td> <td style="width: 10%;">[MILK CHOC 1/2 PT]</td> </tr> <tr> <td>UNIT OF ISSUE</td> <td>[CO]</td> <td>UNIT PRICE</td> <td>[\$0.00]</td> </tr> <tr> <td>UNIT PACK</td> <td>[CS]</td> <td>UNIT PRICE LAST MONTH</td> <td>[\$0.00]</td> </tr> <tr> <td>UNIT PACK QUANTITY</td> <td>[24]</td> <td>UNIT PRICE NEXT MONTH</td> <td>[\$0.00]</td> </tr> <tr> <td>CONDIMENT INDICATOR</td> <td>[]</td> <td>CONTRACT PRICE (CURR)</td> <td>[0.1500]</td> </tr> <tr> <td>INTENSIVE MANAGEMENT CODE</td> <td>[]</td> <td>CONTRACT PRICE (PREV)</td> <td>[0.1410]</td> </tr> <tr> <td>SOURCE CODE</td> <td>[A]</td> <td>CONTRACT PRICE (NEXT)</td> <td>[0.0000]</td> </tr> <tr> <td>PERISHABILITY CODE</td> <td>[P]</td> <td>RECIPE CONVERSION FACTOR</td> <td>[.5660]</td> </tr> <tr> <td>BALANCE ON HAND</td> <td>[0]</td> <td>CURRENT VENDOR NUMBER</td> <td>[MM0690]</td> </tr> <tr> <td>QUANTITY DUE IN</td> <td>[0]</td> <td>PREVIOUS VENDOR NUMBER</td> <td>[MM1289]</td> </tr> <tr> <td>INVENTORY COUNT QUANTITY</td> <td>[0]</td> <td>NEXT VENDOR NUMBER</td> <td>[]</td> </tr> <tr> <td>COST EFFECTIVE DATE</td> <td>[01 JUN 92]</td> <td>CONTRACT ITEM SEQUENCE NO. (CURR)</td> <td>[6]</td> </tr> <tr> <td>DEL DAYS (CURR)</td> <td>[M Tu W Th F Sa]</td> <td>CONTRACT ITEM SEQUENCE NO. (NEXT)</td> <td>[0]</td> </tr> <tr> <td>DEL DAYS (NEXT)</td> <td>[]</td> <td>CONTRACT ITEM SEQUENCE NO. (PREV)</td> <td>[6]</td> </tr> </table>				NSN/MCN	[8910-00-T22-1136]	ITEM NAM	[MILK CHOC 1/2 PT]	UNIT OF ISSUE	[CO]	UNIT PRICE	[\$0.00]	UNIT PACK	[CS]	UNIT PRICE LAST MONTH	[\$0.00]	UNIT PACK QUANTITY	[24]	UNIT PRICE NEXT MONTH	[\$0.00]	CONDIMENT INDICATOR	[]	CONTRACT PRICE (CURR)	[0.1500]	INTENSIVE MANAGEMENT CODE	[]	CONTRACT PRICE (PREV)	[0.1410]	SOURCE CODE	[A]	CONTRACT PRICE (NEXT)	[0.0000]	PERISHABILITY CODE	[P]	RECIPE CONVERSION FACTOR	[.5660]	BALANCE ON HAND	[0]	CURRENT VENDOR NUMBER	[MM0690]	QUANTITY DUE IN	[0]	PREVIOUS VENDOR NUMBER	[MM1289]	INVENTORY COUNT QUANTITY	[0]	NEXT VENDOR NUMBER	[]	COST EFFECTIVE DATE	[01 JUN 92]	CONTRACT ITEM SEQUENCE NO. (CURR)	[6]	DEL DAYS (CURR)	[M Tu W Th F Sa]	CONTRACT ITEM SEQUENCE NO. (NEXT)	[0]	DEL DAYS (NEXT)	[]	CONTRACT ITEM SEQUENCE NO. (PREV)	[6]
NSN/MCN	[8910-00-T22-1136]	ITEM NAM	[MILK CHOC 1/2 PT]																																																								
UNIT OF ISSUE	[CO]	UNIT PRICE	[\$0.00]																																																								
UNIT PACK	[CS]	UNIT PRICE LAST MONTH	[\$0.00]																																																								
UNIT PACK QUANTITY	[24]	UNIT PRICE NEXT MONTH	[\$0.00]																																																								
CONDIMENT INDICATOR	[]	CONTRACT PRICE (CURR)	[0.1500]																																																								
INTENSIVE MANAGEMENT CODE	[]	CONTRACT PRICE (PREV)	[0.1410]																																																								
SOURCE CODE	[A]	CONTRACT PRICE (NEXT)	[0.0000]																																																								
PERISHABILITY CODE	[P]	RECIPE CONVERSION FACTOR	[.5660]																																																								
BALANCE ON HAND	[0]	CURRENT VENDOR NUMBER	[MM0690]																																																								
QUANTITY DUE IN	[0]	PREVIOUS VENDOR NUMBER	[MM1289]																																																								
INVENTORY COUNT QUANTITY	[0]	NEXT VENDOR NUMBER	[]																																																								
COST EFFECTIVE DATE	[01 JUN 92]	CONTRACT ITEM SEQUENCE NO. (CURR)	[6]																																																								
DEL DAYS (CURR)	[M Tu W Th F Sa]	CONTRACT ITEM SEQUENCE NO. (NEXT)	[0]																																																								
DEL DAYS (NEXT)	[]	CONTRACT ITEM SEQUENCE NO. (PREV)	[6]																																																								
DEPRESS <ENTER> TO CONTINUE REVIEW (OR) ANY KEY TO EXIT THE INQUIRY (OR) ENTER A ``C`` TO SKIP TO THE NEXT NSN/MCN WITHIN THE FSC GROUP: []																																																											

Figure 8.4-6. Master Item File Inquiry Screen (AJK-635).

(1) To end your review, press any key. The Master Item File Inquiries Menu is displayed.

OR

(2) To review the next record in the FSC group, enter C in the OPTION field.

OR

(3) Press [ENTER] to view more data for the same NSN/MCN on the Master Item File Inquiry - FSC Screen AJK-636 (fig. 8.4-7).

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b. This screen displays the NSN/MCN, item name, order ship time (OST) counter, demand data, a delete flag, and storage locations.

[
DATE : [04 APR 92]		MASTER ITEM FILE INQUIRY - FSC		AJK-636	
NSN/MCN: [8910-00-T22-1156]		ITEM NAME: [MILK CHOC 1/2 PT]			
DMD CURRENT: [0]		NON-RECURR DMD CURRENT: [0]		OST CURRENT: [0]	
DMD RECURR	DMD NON-RECURR	OST	DMD RECURR	DMD NON-RECURR	OST
JAN [108]	[0]	[0]	JUL [5405]	[0]	[0]
FEB [108]	[0]	[0]	AUG [2800]	[0]	[0]
MAR [0]	[0]	[0]	SEP [2420]	[0]	[0]
APR [50]	[0]	[0]	OCT [4280]	[0]	[0]
MAY [200]	[0]	[0]	NOV [2390]	[0]	[0]
JUN [2700]	[0]	[0]	DEC [0]	[0]	[0]
PRIME STOCK LOCATION: [DVD04]		OST COUNTER: [0]		DELETE FLAG: []	
ALTERNATE STOCK LOCATION #1: [DVD010]		ALTERNATE STOCK LOCATION #2: []			
DEPRESS <ENTER> TO CONTINUE REVIEW (OR) ANY KEY TO EXIT THE INQUIRY					
(OR) ENTER A ``B`` TO GO BACK TO THE FIRST SCREEN OF THE FSC INQUIRY: []					

Figure 8.4-7. Master Item File Inquiry - FSC Screen (AJK-636).

(1) To review the previous screen, enter B in the OPTION field.

OR

(2) To continue your review, press [ENTER]. The next item is displayed on the Master Item File Inquiry - FSC Screen AJK-635 (fig. 8.4-6).

(3) To end your review, press any key to exit. A message is displayed: **End Of Master Item File Inquiry !** Then, the Master Item File Inquiries Menu is displayed.

8.4.3.5 Process Interrupt Ring Menu. Use this ring menu (fig. 8.4-8) to continue processing, start over, return to the Reports and Inquiries Command Menu, or exit processing.

PROCESS INTERRUPT: Continue ! Start Over ! Discard & Return ! eXit ! Ignore Interrupt And Continue Normal Processing On This Screen!

Figure 8.4-8. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing this inquiry.
- b. Select Start Over and the Master Item File Inquiries Menu is displayed.
- c. Select Discard & Return and the Reports and Inquiries Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

8.4.4 Outputs. No reports are printed during this process.

8.5 Customer Information File Inquiry Process. Use this process to review information for a customer listed on the Customer Information File. This information must be accurate because it is used throughout TISA processing and for STANFINS.

8.5.1 Processing Restrictions. None.

8.5.2 Processing Materials. A copy of the Customer Information File Report (PCN AJK-CIF) gives you the necessary data for each customer.

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8.5.3 Customer Information File Inquiry Screen AJK-654. To review a customer file, select C from the Inquiries Menu. The Customer Information File Inquiry Screen (fig. 8.5-1) is displayed. The cursor is positioned in the ENTER CUSTOMER ID field.

[]
DATE :	[02 May 92]	CUSTOMER INFORMATION FILE INQUIRY	AJK-654
ENTER CUSTOMER ID: [YDF002]			
TO EXIT TO THE PROCESS INTERRUPT MENU, DEPRESS THE INTERRUPT KEY !			
ENTER THE CUSTOMER ID FOR THE FACILITY TO BE REVIEWED, THEN DEPRESS <Esc> !			

Figure 8.5-1. Customer Information File Inquiry Screen (AJK-654).

- a. Enter a customer ID code for an activity you want to review. Press [ESC] and the Customer Information File Inquiry Screen AJK-655 (fig. 8.5-2) is displayed.
- b. If the customer ID code is invalid, the message: **Entered CUSTOMER ID Is Not On The Customer Information File!** is displayed. The cursor moves back to the start of the ENTER CUSTOMER ID field. You can correct your entry.
- c. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 8.5.5 for processing instructions.

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8.5.4 Customer Information File Inquiry Screen AJK-655. Use this screen (fig. 8.5-2) to review information for a specific customer.

a. This screen displays the customer ID, type of account, name, address, city, state, and zip code; status code, delivery location, POC name, telephone number, AUTOVON number, and extension; delete flag, abstract code, and account processing or fund code; bill to DODAAC, and VRGC transaction name.

[]			
DATE : [02 May 92]		CUSTOMER INFORMATION FILE INQUIRY				AJK-655	
CUSTOMER ID:		[YDF002]					
TYPE OF CUSTOMER ACCT		[A]					
CUSTOMER NAME		[DINING FACILITY P-8400]					
CUSTOMER ADDRESS		[A AVENUE & 28TH STREET]					
CITY		[FORT LEE]					
STATE		[VA]					
ZIP CODE		[23801]		DELETE FLAG		[]	
STATUS CODE		[B]		ABSTRACT CODE		[A]	
DELIVERY LOCATION		[P8400]		ACCOUNT PROCESSING CODE		[LIAO]	
				FUND CODE		[]	
POC NAME		[MR. JOHNNIE DURANT]					
POC TELEPHONE NO		[(804) 734-2926]					
POC AUTOVON NO		[(007) 687-2926]		BILL TO DODAAC		[YMPASF]	
POC EXTENSION		[]		VRGC TRANS NAME		[ACTIVE ARMY]	
DEPRESS <ENTER> TO CONTINUE REVIEW OR ENTER ANY KEY TO EXIT: []							

Figure 8.5-3. Customer Information File Inquiry Screen (AJK-655).

b. When you finish your review, press [ENTER] and the Customer Information File Inquiry Screen AJK-654 is displayed. You can enter another customer ID code.

OR

c. Press any key to exit and the Inquiries Menu is displayed.

8.5.5 Process Interrupt Ring Menu. Use this ring menu (fig. 8.5-3) to continue processing, start over, return to the Reports and Inquiries Command Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore Interrupt And Continue Normal Processing On This Screen !

Figure 8.5-3. Process Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing this inquiry.
- b. Select START OVER and the Inquiries Menu is displayed.
- c. Select DISCARD & RETURN and the Reports and Inquiries Command Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

8.5.6 Outputs. No reports are printed during this process.

8.6 Reports Subfunction.

a. Use the Reports subfunction to print reports which provide management information for the Troop Issue Subsistence Officer (TISO). This subfunction contains seven processes and two exit options:

- (1) Issue Frequency Schedule (para 8.7).
- (2) 2969-R Report (para 8.8).
- (3) Not In Stock Reports (para 8.9).
- (4) Open Due-in Listing (para 8.10).
- (5) MIF Price List (para 8.11).
- (6) MIF Price Change List (para 8.12).
- (7) Reprint Reports (para 8.13).

b. To review the processes in Reports, select B from the Reports and Inquiries Command Menu. The Reports Menu (fig. 8.6-1) is displayed.

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REPORTS : A B C D E F G R X			
Issue Frequency (ARCS/FRIS) Schedule !			
DATE: 23 JUN 90		REPORTS MENU	
AJK-822			
OPTION CODE	DESCRIPTION	OPTION CODED	DESCRIPTION
A	ISSUE FREQUENCY SCHEDULE	B	2969-R REPORT
C	NOT-IN-STOCK REPORT	D	OPEN DUE-IN LISTING
E	MIF PRICE LIST	F	MIF PRICE CHANGE LIST
G	REPRINT REPORTS		
R	RETURN TO THE REPORTS AND INQUIRIES COMMAND MENU		
X	EXIT FROM TISA PROCESSING		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.OPTION CODE:			

Figure 8.6-1. Reports Menu.

8.7 Issue Frequency Schedule Report Process. Use this process to print an issue frequency schedule report for ARCS customers. You can print a report for this month or next.

8.7.1 Processing Restrictions. An issue frequency schedule report must be created in the Files Maintenance Function before ou can print this repor. See paragraph 7.7 processing instructions.

8.7.2 Processing Materials. None.

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8.7.3 Issue Frequency Schedule Report Options Screen AJK-632. To print an issue frequency schedule for ARCS customers, select A from the Reports Menu. The Issue Frequency Schedule Report Screen (fig. 8.7-1) is displayed. The cursor is positioned in the ENTER REPORT PERIOD MONTH field.

[DATE: [23 JUN 90]	ISSUE FREQUENCY SCHEDULE REPORT OPTIONS] AJK-632
<div style="display: flex; justify-content: space-around; align-items: center;">[JUN]ENTER REPORT PERIOD MONTH</div> <p style="margin-top: 40px;">WHEN FINISHED ENTERING THE MONTH, PRESS <ESCAPE> []</p>		

Figure 8.7-1. Issue Frequency Schedule Report Screen (AJK-632).

- a. Enter the month (current or next) in mmm format and press [ESC].

(1) If an issue schedule is on file, the following messages are displayed: **Searching Issue Frequency File. Please Wait. Data for entered month is on file. Please wait for report. Issue Frequency Schedule being generated. Please wait;** then, **Issue Frequency Schedule has been generated.** After the Issue Frequency Schedule Report (PCN AJK-6G1) is printed, the Reports Menu is displayed.

OR

(2) If no issue schedule is on file, the following messages are displayed: **Searching Issue Frequency File. Please Wait. There is no data on field for entered month;** then, **Negative report is being generated. Please wait.** After the Issue Frequency Schedule Report (PCN AJK-6G1) - Negative is printed, the Reports Menu is displayed.

OR

- b. Press [ENTER] and the cursor moves back to the ENTER REPORT PERIOD MONTH field. You can enter another month.

c. To interrupt processing, press [DELETE]. A Process Interrupt Ring Menu is displayed. See paragraph 8.7.4 for processing instructions.

8.7.4 Process Interrupt Ring Menu. Use this ring menu (fig. 8.7-2) to continue processing, start over, return to the Reports Menu, or exit processing.

PROCESS INTERRUPT: CONTINUE START OVER DISCARD & RETURN EXIT
Ignore interrupt and continue normal processing on this screen

Figure 8.7-2. Interrupt Ring Menu.

- a. Select CONTINUE and you can continue processing issue frequency schedule reports.
- b. Select START OVER and you can restart this process.
- c. Select DISCARD & RETURN and the Reports Menu is displayed.
- d. Select EXIT and the system login screen is displayed.

8.7.5 Outputs.

a. The ARCS Issue Frequency Schedule Report (PCN AJK-6G1) is printed during this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep the monthly ARCS Issue Frequency Schedule Report on file until you print a new one. Destroy the old report when you no longer need it.

8.8 DA Form 2969-R Report Process. Use this process to print a summary of headcount, meal, and cost data for TISA's monthly food cost and feeding strength summary.

8.8.1 Processing Restrictions. None.

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8.8.2 Processing Materials. None.

8.8.3 DA Form 2969-R Report. To print a 2969-R Report, select B from the Reports Menu. This report is used to summarize, on a monthly basis, feeding strength and food cost data for meals served in active Army dining facilities.

- a. A message is displayed: **2969-R Report Process Has Been Initiated ! Please Wait !**
- b. The following options (fig. 8.8-1) are displayed:

```
ENTER A (1) TO GENERATE REVIEW 2969-R REPORT (CURRENT MONTH) !  
ENTER A (2) TO GENERATE 2969-R REPORT FOR PREVIOUS MONTH !  
ENTER A (3) TO EXIT FROM THIS PROCESS!  
  
>>>>-----> 1
```

Figure 8.8-1. 2969-R Report Options.

- (1) Enter 1 to print a review of the 2969-R Report for the current month.
 - (2) Enter 2 to print the 2969-R Report for the previous month.
 - (3) Enter 3 and the system login screen is displayed.
- c. Press [ENTER] after you make a selection.
 - d. When you enter 1 or 2, the following messages are displayed: **Program Creating First Page Of 2969-R Report Is Executing !**; then, **Program creating second page of 2969-R Report is executing !**; then, **Program creating third page of 2969-R Report is executing !**; then, **Food Cost And Feeding Strength Summary Has Been Generated !**
 - e. After the report is printed, the Reports Menu is displayed.

8.8.4 Outputs.

- a. The Food Cost And Feeding Strength Summary Report (PCN AJK-6H1) is printed during this process. See appendix C for an example of this report.

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b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

8.9 Not In Stock Reports Process. Use this process to print a list of items with zero balances on hand (BOH), and a list of items projected to be out of stock within a 45-day period.

8.9.1 Processing Restrictions. None.

8.9.2 Processing Materials. None.

8.9.3 Not In Stock Reports. To print the Not In Stock and Projected Not In Stock Reports, select C from the Reports Menu.

a. The following messages are displayed at the top of the screen: **NOT-IN-STOCK PROCESS IS EXECUTING (2 programs) ! Please Wait !**; then, **Not-In-Stock Report Is Being Generated ! Please Wait !**; then, **Not-In-Stock Report Has Been Generated !**

b. After the Not In Stock Report is printed, the system gathers information for the Projected Not In Stock Report. The following messages are displayed: **Projected Not-In-Stock Report Being Generated ! Please Wait !**; then, **Projected Not-In-Stock Report Has Been Generated !**

c. After the reports are printed, the Reports Menu is displayed.

8.9.4 Outputs.

a. The Not In Stock Report (PCN AJK-6I1) and the Projected Not In Stock Report (PCN AJK-6I2) are printed during this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file each fiscal year. Keep these reports on file until you print new ones. Destroy the old reports when you no longer need them.

8.10 Open Due-in Listing Report Process. Use this process to create a list of Defense Supply Center Philadelphia (DSCP) items due-in to TISA. Use this report to complete the Process Receipts process (para 5.5.1).

8.10.1 Processing Restrictions. None.

8.10.2 Processing Materials. None.

8.10.3 Open Due-in Listing Report. To print the Open Due-in Listing Report, select D from the Reports Menu.

a. The following messages are displayed: **Open Due-In Listing Is Being Generated! Please Wait !**; then, **Open Due-In Listing Has Been Generated !**

b. After the report is printed, the Reports Menu is displayed.

8.10.4 Outputs.

a. The Open Due-in Listing Report (PCN AJK-6J1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file each fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

8.11 MIF Price List Report Process. Use this process to print a quarterly price list for items appearing on the Master Item File (MIF). These items are separated by commodity group (perishable or semiperishable).

8.11.1 Processing Restrictions. None.

8.11.2 Processing Materials. None.

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8.11.3 MIF Price List Report. To print the MIF Price List Report, select E from the Reports Menu.

a. The following messages are displayed at the top of the screen: **The MIF Price List Is Being Generated ! Please Wait !**; then, **MIF Price Listing Has Been Generated !**

b. After the report is printed, the Reports Menu is displayed.

8.11.4 Outputs.

a. The MIF Price List Report (PCN AJK-6K1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer it.

8.12 MIF Price Change List Report Process. Use this process to print a list of items from the Master Item File (MIF) which are affected by a monthly price change.

8.12.1 Processing Restrictions. DSCP must provide a price change update tape before you can print this report.

8.12.2 Processing Materials. None.

8.12.3 MIF Price Change List Report. To print the MIF Price Change List Report, select F from the Reports Menu.

a. The following messages are displayed at the top of the screen: **MIF Price Change Listing Is Being Generated ! Please Wait !**; then, **MIF Price Change Listing Has Been Generated !**

b. When price change updates are not on file, a message is displayed: **No Records Found For MIF Price Change Listing !**

c. After the report is printed, the Reports Menu is displayed.

8.12.4 Outputs.

a. The MIF Price Change List Report (PCN AJK-6L1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

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(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

8.13 Reprint Reports Process. Use this process to display information for a specific report or to reprint a report.

8.13.1 Processing Restrictions. None.

8.13.2 Processing Materials. None.

8.13.3 Reprint Reports Screen AJK-874. To print extra copies of reports or replace lost ones, select G from the Reports Menu. The Reprint Reports Screen (fig. 8.13-1) is displayed.

[]	
DATE : [26 May 92]	REPRINT REPORTS	AJK-874	
<div style="text-align: center; margin-top: 20px;">PRODUCT CONTROL NUMBER (PCN)</div> <div style="text-align: center; margin-top: 20px;">DATE PRINTED</div> <div style="text-align: center; margin-top: 20px;">[22][MAY][92] DD MMM YY</div> <div style="text-align: center; margin-top: 40px;">WHEN FINISHED ENTERING REPORT SELECTION CRITERIA, DEPRESS <ESC></div> <div style="text-align: center; margin-top: 10px;">ENTER THE PCN OF REPORT TO PRINT OR LEAVE BLANK</div>		<div style="margin-top: 20px;">AJK - [VS1]</div> <div style="margin-top: 20px;">[22][MAY][92]</div> <div style="margin-top: 20px;">DD MMM YY</div>	

Figure 8.13-1. Reprint Reports Screen (AJK-874).

a. Enter a product control number and press [ENTER]. Enter the report date and press [ESC].

OR

b. Enter a PCN and press ESC.

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OR

c. Press [ENTER] to skip to the DATE PRINTED field. Enter the date the report was printed and press [ESC].

OR

d. If you don't know the PCN or date, press [ESC] with no entry. A message is displayed: **SEARCHING REPORT CONTROL LOG . . . PLEASE WAIT.**

(1) When you press [ESC] and a report is not on file, an error message is displayed.

(2) When you press [ESC] and the report is on file, the Reprint Reports Screen is displayed.

8.13.4 Reprint Reports Screen AJK-875. Use this screen (fig. 8.13-2) to select the reports you want to print. This screen displays the operator ID, terminal ID, PCN, date printed, print time, and a description of the report. The cursor is positioned in PRINT IND field for the first report. Ten reports can be displayed at a time.

[]					
DATE :		[26 May 92]		REPRINT REPORTS				AJK-875			
		[PCN/DATE PRINT]		PCN:		[AJK-VS1]		DATE PRINTED:		[22 May 92]	
OPERATOR		TERMINAL		PRINT						PRINT	
ID		ID		TIME		DESCRIPTION OF REPORT				IND	
[uz84]	[tty37]	[12:21:12]	[INVENTORY ADJUSTMENT]	[P]	
[uz84]	[tty37]	[15:05:02]	[INVENTORY ADJUSTMENT]	[]	
[u922]	[tty38]	[15:05:12]	[INVENTORY ADJUSTMENT]	[P]	
[uy06]	[tty36]	[15:05:22]	[INVENTORY ADJUSTMENT]	[]	
[uz90]	[tty45t]	[15:05:44]	[INVENTORY ADJUSTMENT]	[]	
[u925]	[tty31t]	[15:06:15]	[INVENTORY ADJUSTMENT]	[]	
[]	[]	[[]	[]	
[]	[]	[[]	[]	
[]	[]	[[]	[]	
[]	[]	[[]	[]	
WHEN FINISHED SELECTING REPORT(S), DEPRESS <ESC>											
Enter 'P' to print this report or leave blank.											

Figure 8.13-2. Reprint Reports Screen (AJK-875).

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a. Enter P in the PRINT IND field for each report you want and press [ENTER]. The cursor moves to the next line.

b. When you finish your entries, press [ESC]. All reports with a P in the PRINT IND field are printed.

NOTE: TISA and TISA-W reports are stored in the system for a 7-day period. Reports for the PCN and date you select are shown in blocks of 200. When you finish selecting reports from the first block, press [ESC]. The next block of 200 reports is displayed. After you select the reports you want to print, press [ESC]. The Reprint More Reports Ring Menu is displayed.

c. Repeat steps a and b to select more reports. When all reports are selected, press [ESC]. When you select the last available report and press [ESC], the Reprint More Reports Ring Menu is displayed. See paragraph 8.13.5 for processing instructions.

d. To interrupt processing, press [DELETE]. The Process Interrupt Ring Menu is displayed. See paragraph 8.13.6 for processing instructions.

8.13.5 Reprint More Reports Ring Menu. Use this ring menu (fig. 8.13-3) to select another report, return to the Reports Menu, or exit processing.

```
REPRINT MORE REPORTS:  SELECT  RETURN  eXit
Select another report for printing.
```

Figure 8.13-3. Reprint More Reports Ring Menu.

- a. Choose SELECT and the Reprint Reports Screen AJK-874 (fig. 8.13-1) is displayed.
- b. Select RETURN and the Reports Menu is displayed.
- c. Select eXit and the system login screen is displayed.

8.13.6 Process Interrupt Ring Menu. Use this ring menu (fig. 8.13-4) to continue processing, start over, return to the Reports Menu, or exit processing.

PROCESS INTERRUPT: Continue Start Over Discard & Return eXit
Ignore interrupt and continue normal processing on this screen.

Figure 8.13-4. Process Interrupt Ring Menu.

- a. Select Continue and you can continue processing on the same screen.
- b. Select Start Over and the Reprint Reports Screen AJK-874 is displayed.
- c. Select Discard & Return and the Reports Menu is displayed.
- d. Select eXit and the system login screen is displayed.

8.13.7 Outputs. Reports printed during this process depend on which PCNs you select. See appendix C for examples of these reports.

8.13.8 Other. Reports can also be printed using the TISA Batch Processes function (see paragraph 11.3.4).

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SECTION 9. PHYSICAL INVENTORY FUNCTION

9.1 Physical Inventory Function.

a. Use the Physical Inventory function to conduct an accountable inventory each quarter or when a new accountable officer is assigned. This function contains eight subfunctions and two exit options. The subfunctions are explained in the order you use them to complete the inventory:

- (1) Print Count Sheets (para 9.2).
- (2) Enter Initial Counts (para 9.3).
- (3) Variance Report (para 9.4).
- (4) Print Recount Sheets (para 9.5).
- (5) Enter Recounts (para 9.6).
- (6) Correct Count/Recount Entry Error (para 9.7).
- (7) Final Inventory (para 9.8).
- (8) Cancel Physical Inventory (para 9.9).

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b. To review the Physical Inventory subfunctions, select option P from the TISA Command Menu (fig. 9.1-1).

TISA:...Stock...Financial...Maint...Query&Rpts... PhysInvy ...Loc'n...BatchTISA...eXit		
Enter 'P' for Physical Inventory Process		
DATE:01 JUL 91	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU	AJK-600
OPTION CODE	RING MENU SELECTION OPTIONS	
S	STOCK ACCOUNTING	
F	FINANCIAL ACCOUNTING	
M	FILES MAINTENANCE	
Q	REPORTS AND INQUIRIES	
P	PHYSICAL INVENTORY	
L	STORAGE LOCATION	
B	TISA BATCH PROCESSES	
X	SIGN OFF TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 9.1.1. TISA Command Menu Screen

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- c. The Physical Inventory Command Options Menu (fig. 9.1-2) is displayed.

TISA Physical Inventory Command Options: A B C D E F G H R X			
Print Count Sheets.			
DATE: 01 Jul 91		TISA PHYSICAL INVENTORY COMMAND MENU	
AJK-824			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	PRINT COUNT SHEETS	G -	CORRECT COUNT/RECOUNT ENTRY ERROR
B -	ENTER INITIAL COUNTS	H -	CANCEL PHYSICAL INVENTORY
C -	PRINT RECOUNT SHEETS	R -	RETURN TO TISA COMMAND MENU
D -	ENTER RECOUNTS	X -	EXIT FROM TISA PROCESSING
E -	PRINT VARIANCE REPORT (PHYSICAL INVENTORY MUST BE COMPLETED)		
F -	FINAL INVENTORY (PHYSICAL INVENTORY MUST BE COMPLETED)		
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 9.1-2. Physical Inventory Command Menu Screen (AJK-824)

9.2 Print Count Sheets Subfunction. Use this subfunction to print the Accountable Inventory Count Sheets Report (PCN AJK-7B1). Only items on the MIF with a balance on hand greater than zero (positive or negative) appear on the count sheets. One set of count sheets is printed. The count sheets are printed with items in the same sequence as they appear on the screen. See figure 9.3-3. If two teams are used to conduct the inventory a second set of count sheets may be printed by selecting the Print Count Sheets option a second time.

a. Use the count sheets to conduct the physical inventory. Conduct a 100 percent count of all perishable and semiperishable items in stock.

b. When the team(s) finish conducting their individual inventories, they compare and reconcile the counts (if necessary). Items with count differences must be recounted before you start the Enter Initial Counts subfunction (para 9.3).

9.2.1 Processing Restrictions. You must complete this subfunction before you process other inventory subfunctions.

9.2.2 Processing Materials. None.

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9.2.3 Open Receipts Warning Screen or Count/Recount Sheets Ring Menu. To print the count sheets, select A from the Physical Inventory Command Menu. If there are open receipts, the Open Receipts Warning Screen (fig. 9.2-1) is displayed. If not, the Count/Recount Sheets Ring Menu (fig. 9.2-2) is displayed.

```
*****
*
*           O P E N       R E C E I P T S       E X I S T
*
*****

OPTION          OPTION DESCRIPTION
-----          -
1              PRINT LIST(S) OF OPEN RECEIPTS

2              CONTINUE WITH THE EXECUTION OF THE PRINT COUNT
              SHEETS PROCESS

3              RETURN TO THE TISA PHYSICAL INVENTORY COMMAND MENU

              ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

              OPTION :
```

Figure 9.2-1. Open Receipts Exist Warning Screen.

a. Select 1 and the Open Receipts List (VRGC) Report PCN-AJK-7G1 and the Open Receipts List (Turn-ins) Report PCN-AJK-7G2 are printed. Then, the Physical Inventory Command Menu is displayed.

(1) You can print count sheets to conduct the physical inventory before you close open receipts.

(2) It is recommended that you close open receipts before you enter initial inventory counts. See paragraph 5.5 for processing instructions.

b. Select 3 and the Physical Inventory Command Menu is displayed.

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c. If there are no open receipts or you select 2 from the Open Receipts Warning Screen, the Count/Recount Sheets Ring Menu (fig. 9.2-2) is displayed.

COUNT/RECOUNT SHEETS:... ALL ...PERISHABLE...SEMIPERISHABLE...RETURN...EXIT Print Perishable and Semiperishable Count/Recount Sheets.

Figure 9.2-2. Count/Recount Sheets Ring Menu

(1) If you are conducting a 100 percent inventory, select ALL. Count sheets are printed for all items on the MIF with a balance on hand greater than zero (positive or negative).

(2) To print the count sheets separately, select PERISHABLE or SEMIPERISHABLE. Count sheets are printed for the perishability group you select.

(3) After the reports are printed, the Count/Recount Sheets Ring Menu is displayed.

(4) Select RETURN and the Physical Inventory Command Menu is displayed.

(5) Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

9.2.4 Outputs.

a. One set of Accountable Inventory Count Sheets (PCN AJK-7B1) is printed based on your selection. When you select 1 from the Open Receipts Warning Screen, the List of Open Receipts List (VRGC) Report PCN AJK-7G1, and the Open Receipts List Turn-in Report PCN AJK-7G2 are printed. See appendix C for examples of these reports.

b. Use these inventory count sheets to conduct your physical inventory. Discard them after the main TISA runs the Accountable Inventory Report (PCN AJK-7E1).

9.3 Enter Initial Counts Subfunction. Use this subfunction to enter initial inventory counts. The items displayed on the screen are in the same sequence as the items on the inventory count sheets.

9.3.1 Processing Restrictions. Print the count sheets, conduct the physical inventory, and reconcile the counts (if necessary) before you start this subfunction. Close any open receipts so the MIF balances on hand are accurate.

9.3.2 Processing Materials. If more than one count team is used to conduct the inventory both team's counts should be reconciled manually to come up with one accurate count.

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9.3.3 Perishability Ring Menu. To begin entering initial counts, select B from the Physical Inventory Command Menu. The Perishability Ring Menu (fig. 9.3-1) is displayed.

```
PERISHABILITY:  PERISHABLE  SEMIPERISHABLE  RETURN  EXIT
Enter Counts/Recounts for Perishable Items.
```

Figure 9.3-1. Perishability Ring Menu

a. Select PERISHABLE or SEMIPERISHABLE and the Enter Initial Counts Screen (fig. 9.3-2) is displayed.

b. If there are no items on the MIF with a BOH greater than or less than zero, a message will be displayed (fig. 9.3-2): All perishable (or semiperishable) items have a zero BOH. Use the CORRECT/RECOUNT ENTRY ERROR process to add items to the inventory. This will allow for the addition of items that may be on hand in the warehouse even though their BOH in the system is zero.

```
PERISHABILITY:  PERISHABLE  SEMIPERISHABLE  RETURN  EXIT
Enter Counts/Recounts For Perishable Items.

All perishable items have a zero BOH. Use CORRECT or RECOUNTS process.
```

Figure 9.3-2. Perishability Ring Menu /w Message

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9.3.4 Enter Initial Counts Screen AJK-826. Use this screen (fig. 9.3-3) to enter the inventory counts. The NSN/MCN, item name, unit of issue, unit of pack, and unit of pack quantity are displayed. Fields are provided to enter the case count and loose count. Twelve items are displayed at a time. The cursor is positioned in the CASE COUNT field for the first item.

When finished entering data, depress <ESC>.						
DATE: 01 Jul 91	ENTER INITIAL COUNTS				AJK-826	
PERISHABLE						
NSN/MCN	ITEM NAME	UI	UPK	UPK QTY	CASE COUNT	LOOSE COUNT
8915-00-080-5179	POTATOES SHOESTRING FZN	LB	CS	27	4	12
8915-00-127-8904	ENDIVE	LB	CS	20	24	0
8915-00-484-5964	TANGELOS	LB	CS	30	2	0
8915-00-582-4061	TANGERINES	LB	CS	30	50	5
8915-00-126-8804	ORANGES FRESH	LB	CS	35	3	0
8915-00-582-4071	LEMONS FRESH	LB	CS	35	2	0
8915-00-548-1641	FRUIT FZN PEACHES	LB	CS	39	2	0
8915-00-616-0027	RADISH TOPPED FRESH	LB	CS	11	1	0
8915-00-616-0194	CABBAGE GREEN	LB	CS	45	3	0
8915-00-616-0198	GRAPEFRUIT FRESH	LB	CS	30	5	0
8915-00-616-0199	ONIONS SPANISH SWT FRESH	LB	CS	50	20	0
TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.						
CONFIRM INDICATOR:						
Enter 'Y' or leave blank and depress <ESC>.						

Figure 9.3-3. Enter Initial Counts Screen (AJK-826)

NOTE: If you are entering physical counts by loose count, the system automatically enters 0 in the case count column.

- a. Use the count sheets to enter case and/or loose counts for each item.
- b. Use the ARROW or [ENTER] keys to move up and down the fields by item.
- c. To view more items, use the [F3] key to page forward and the [F4] key to page back.
- d. To confirm your entries press [ESC]. The CONFIRM INDICATOR field is displayed. Enter Y and press [ESC]. The counts are recorded on the MIF. The Perishability Ring Menu (fig. 9.3-1) is displayed.

NOTE: To review your counts without updating the MIF BOH press [ESC] with no entry. The cursor will return to the case count data entry field on the screen..

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e. You can enter inventory counts for another perishability group or return to the Physical Inventory Command Menu (fig. 9.1-1).

f. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu (fig. 9.3-4) is displayed.

INTERRUPT OPTIONS: A B R X Restart Input.

Figure 9.3-4. Interrupt Options Ring Menu.

(1) Select A to continue entering initial counts on the data entry screen.

(2) Select R and the Physical Inventory Command Menu is displayed. All unconfirmed counts are discarded.

(4) Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed counts are discarded.

9.3.5 Outputs. No reports are printed during this subfunction. Inventory quantities are recorded on the MIF until the Final Inventory process is run.

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9.4 Variance Report Subfunction. Use this subfunction to print the Variance Report (PCN AJK-7F1). The report lists the quantity and dollar value differences between the MIF balances on hand and your count entries. If there are items on the MIF without counts (zero is a valid inventory count), then the Variance Report cannot be printed and the message: **You have not completed Physical Inventory. All counts are not on file** is displayed.

9.4.1 Processing Restrictions. Complete the Print Count Sheets (para 9.2) and Enter Initial Counts (para 9.3) subfunctions before you print this report.

9.4.2 Processing Materials. None.

9.4.3 Variance Report Message Screen. To print a variance report, select E from the Physical Inventory Command Menu.

a. If all initial counts are entered, the Variance Report (PCN AJK-7F1) is printed. The Physical Inventory Command Menu is displayed while information is gathered for the report.

(1) Review the Variance Report to select the items you want to recount. Items with large quantity differences should be recounted.

(2) The TISO or designated representative is responsible for selecting the recount items. Use the Correct Count/Recount Entry Error subfunction (para 9.7) to correct the counts.

b. If the initial counts are not complete, a message is displayed: **You have not completed Physical Inventory. All counts are not on file.** Then, the cursor moves back to the menu option display at the top of the screen.

(1) Run the Print Recount Sheets subfunction (para 9.5) to get the inventory recount sheets for items you miss in the Enter Initial Counts subfunction (para 9.3).

(2) Use the Enter Recounts subfunction (para 9.6) to enter counts for those items.

9.4.4 Outputs.

a. When initial inventory counts are complete, the Variance Report (PCN AJK-7F1) is printed. See appendix C for an example of this report.

b. Keep a copy of this report to file with the Accountable Inventory Report.

c. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 01

DEST: Oct 03

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9.5 Print Recount Sheets Subfunction. Use this subfunction to print recount sheets for items you did not enter counts for during the Enter Initial Counts subfunction (para 9.3).

9.5.1 Processing Restrictions. You must enter the initial counts before you print the recount sheets.

9.5.2 Processing Materials. None.

9.5.3 Count/Recount Sheets Ring Menu. To print the Accountable Inventory Recount Sheets Report (PCN AJK-7B2), select C from the Physical Inventory Command Menu. The Count/Recount Sheets Ring Menu (fig. 9.5-1) is displayed.

COUNT/RECOUNT SHEETS: ALL PERISHABLE SEMIPERISHABLE RETURN EXIT
Print Perishable and Semiperishable Count/Recount Sheets.

Figure 9.5-1. Count/Recount Sheets Ring Menu.

- a. Select ALL to print recount sheets for all the items you miss.
- b. Select PERISHABLE or SEMIPERISHABLE to print the recount sheets by group. Recount sheets are printed for the group you select.
- c. After the reports are printed, the Count/Recount Sheets Ring Menu is displayed.
- d. Select RETURN and the Physical Inventory Command Menu is displayed.
- e. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

9.5.4 Outputs.

- a. The Accountable Inventory Recount Sheets Report (PCN AJK-7B2) is printed based on your selection. See appendix C for an example of this report.
- b. Use this report to count the items you miss during the initial count. When you finish the count, run the Enter Recounts subfunction.

9.6 Enter Recounts Subfunction. Use this subfunction to enter counts for items you miss during the initial count. Use the recount sheets to complete your entries.

9.6.1 Processing Restrictions. You must enter the initial counts and print the recount sheets before you start this subfunction.

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9.6.2 Processing Materials. Use the completed Accountable Inventory Recount Sheets Report (PCN AJK-7B2) to enter the counts into the system.

9.6.3 Perishability Ring Menu. To begin entering recounts, select D from the Physical Inventory Command Menu. The Perishability Ring Menu (fig. 9.6-1) is displayed. Select PERISHABLE or SEMIPERISHABLE and the Enter Recounts Screen (fig. 9.6-2) is displayed.

PERISHABILITY: PERISHABLE SEMIPERISHABLE RETURN EXIT
Enter Counts/Recounts for Perishable Items.

Figure 9.6-1. Perishability Ring Menu

9.6.4 Enter Recounts Screen AJK-826. Use this screen to enter inventory recounts. The NSN/MCN, item name, unit of issue, unit of pack, and unit of pack quantity are displayed. Fields are provided to enter the case count and loose count. Twelve items are displayed at a time. The cursor is positioned in the CASE COUNT field for the first item.

When finished entering data, depress <ESC>.						
DATE: 01 Jul 91	ENTER RECOUNTS				AJK-826	
	PERISHABLE					
NSN/MCN	ITEM NAME	UI	UPK	QTY	CASE COUNT	LOOSE COUNT
8915-00-126-8812	APPLES EATING FRESH	LB	CS	40	5	0
8915-00-127-8904	ENDIVE	LB	CS	20	2	0
8915-00-127-7984	HONEYDEW MELON (SEASONAL)	LB	CS	38	0	0
8915-00-127-7984	VEG FZN BEANS LIMA	LB	CS	24	5	0
8915-00-127-7991	VEG FZN BRUSSEL SPRT	LB	CS	24	3	0
8915-00-127-7992	VEG FZN SPINACH	LB	CS	24	6	0
TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.						
CONFIRM INDICATOR:						
Enter 'Y' or leave blank and depress <ESC>.						

Figure 9.6-2. Enter Recounts Screen (AJK-826).

- a. Use the recount sheets to enter case and/or loose counts for each item.
- b. Use the ARROW or [ENTER] keys to move up and down the fields by line and enter your recounts.
- c. To view more items, use the [F3] key to page forward and the [F4] key to page back.
- d. To confirm your entries, press [ESC]. The CONFIRM INDICATOR field is displayed. Enter Y and press [ESC]. The recounts are recorded on the MIF. The perishability ring menu (fig. 9.6-1) is displayed.

NOTE: To review your counts without updating the MIF BOH press [ESC] with no entry. The cursor will return to the case count data entry field on the screen..
--

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e. You can enter recounts for another perishability group or return to the TISA Physical Inventory Command Menu (fig. 9.1-1).

f. When you finish recount entries for both perishability groups, run the Variance Report again. See paragraph 9.4 for processing instructions.

g. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu (fig. 9.6-3) is displayed.

INTERRUPT OPTIONS: A B R X Restart Input.

Figure 9.6-3. Interrupt Options Ring Menu.

(1) Select A to continue entering recounts on the data entry screen.

(2) Select R and the Physical Inventory Command Menu is displayed. All unconfirmed recounts are discarded.

(3) Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed recounts are discarded.

9.6.5 Outputs. No reports are printed during this subfunction. Recounts are stored on the Master Item File (MIF).

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9.7 Correct Count/Recount Entry Error Subfunction. Use this subfunction to correct counts for items you select from the Variance Report. Items with a large difference between the MIF balance on hand and your count entry should be recounted and corrected. This subfunction is also used to **add** items to the inventory that you found in the warehouse during your count but for which there is no current BOH in the system for the item(s).

9.7.1 Processing Restrictions. You must print the Variance Report before you start this subfunction.

9.7.2 Processing Materials. Use one of the following reports to enter the corrected counts:

- a. Variance Report (PCN AJK-7F1).
- b. Accountable Inventory Count Sheets Report (PCN AJK-7B1).
- c. Accountable Inventory Recount Sheets Report (PCN AJK-7B2).

9.7.3 Correct Count/Recount Entry Error Screen AJK-827. To correct counts that have already been entered or to enter counts for items physically in the warehouse but not included in the system BOH, select G from the Physical Inventory Command Menu. The Correct Count/Recount Entry Error Screen (fig. 9.7-1) is displayed.

DATE: 01 Jul 91		CORRECT COUNT/RECOUNT ENTRY ERROR			AJK-827																		
<table style="width: 100%; border: none;"><tr><td style="text-align: left;">TIIN</td><td style="text-align: left;">ITEM NAME</td><td style="text-align: left;">UI</td><td style="text-align: left;">UPK</td><td style="text-align: left;">UPK</td><td style="text-align: left;">PHYSICAL</td></tr><tr><td style="text-align: left;">127-8904</td><td style="text-align: left;">ENDIVE</td><td style="text-align: left;">LB</td><td style="text-align: left;">CS</td><td style="text-align: left;">QTY</td><td style="text-align: left;">COUNT</td></tr><tr><td></td><td></td><td></td><td></td><td style="text-align: center;">20</td><td style="text-align: center;">800</td></tr></table> <p style="text-align: center; margin-top: 20px;">TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR. CONFIRM INDICATOR:</p>						TIIN	ITEM NAME	UI	UPK	UPK	PHYSICAL	127-8904	ENDIVE	LB	CS	QTY	COUNT					20	800
TIIN	ITEM NAME	UI	UPK	UPK	PHYSICAL																		
127-8904	ENDIVE	LB	CS	QTY	COUNT																		
				20	800																		
Enter 'Y' or leave blank and depress <ESC>.																							

Figure 9.7-1. Correct Count/Recount Entry Error Screen (AJK-827).

a. Enter a TIIN and press [ENTER]. The item name, unit of issue, unit of pack, unit of pack quantity, and physical count are displayed. The cursor is positioned in the PHYSICAL COUNT field.

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- b. Enter the correct count and press [ESC]. The cursor moves to the CONFIRM INDICATOR field. Enter Y and press [ESC] to update the MIF with the new count.
- c. The Correct Count/Recount Entry Error Ring Menu is displayed. Select CORRECT to enter the next TIIN.
- d. Repeat steps a thru c until all corrected counts or added items are processed.
- e. If you enter an invalid TIIN, the Correct Count/Recount Entry Error Ring Menu (fig. 9.7-2) is displayed.

CORRECT COUNT/RECOUNT ENTRY ERROR: CORRECT RETURN EXIT
Correct Count/Recount for Another TIIN.

Figure 9.7-2. Correct Count/Recount Entry Error Ring Menu .

- (1) Select CORRECT to continue entering corrected counts. The Correct Count/Recount Entry Error Screen (fig. 9.7-1) is displayed.
 - (2) Select RETURN and the Physical Inventory Command Menu is displayed. All unconfirmed corrected counts are discarded.
 - (3) Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed corrected counts are discarded.
- f. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu (fig. 9.7-3) is displayed.

INTERRUPT OPTIONS: A R X
Restart Input.

Figure 9.7-3. Interrupt Options Ring Menu

- (1) Select A to continue entering recounts. The Correct Count/Recount Entry Error Screen is displayed.
 - (2) Select R and the Physical Inventory Command Menu is displayed. All unconfirmed corrected counts are discarded.
 - (3) Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed corrected counts are discarded.
- g. When you finish processing the corrected counts, run the Final Inventory subfunction to update MIF balances on hand with your final count entries.

9.7.4 Outputs. No reports are printed during this subfunction. The corrected count is recorded on the MIF.

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9.8 Final Inventory Subfunction. Use this subfunction to complete the physical inventory. Financial adjustment transactions are created for all gains and losses. The MIF balances on hand are updated and a record of the inventory total dollar value is written to the Voucher Register General Control file (VRGC).

9.8.1 Processing Restrictions. Do not run this subfunction until you complete all inventory processing that affects the count entries.

9.8.2 Processing Materials. None.

9.8.3 Final Inventory Message Screen. To run the final inventory, select F from the Physical Inventory Command Menu.

a. A message is displayed: **Are you sure you have completed physical inventory?** (Y/N).

(1) Enter Y to print the Accountable Inventory Report (PCN AJK-7E1).

(a) The MIF balances on hand are updated.

(b) The inventory total dollar value is written to the VRGC.

(c) Credit and debit adjustments are written to the Transaction Register File.

(d) After the files are updated, the Physical Inventory Command Menu is displayed.

OR

(2) Enter N and the message: **MIF Balance on Hand was not updated. No report generated** is displayed. The cursor moves back to the top of the Physical Inventory Command Menu.

b. If you select Y and the inventory counts aren't complete, a message is displayed: **You have not completed Physical Inventory. All counts are not on file.** The cursor moves back to the top of the Physical Inventory Command Menu.

(1) Run the Recount Sheets Report (para 9.5) to find the items you miss.

(2) Use the Enter Recounts subfunction (para 9.6) to enter the counts you miss.

(3) When you finish processing recounts, run the Final Inventory subfunction.

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9.8.4 Outputs.

a. The TISA Accountable Inventory Report (PCN AJK-7E1) is printed when you select Y in response to the message. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 01

DEST: Oct 03

9.9 Cancel Physical Inventory Subfunction. Use this subfunction to cancel an inventory in progress. The counts entered to this point are set back to zero and the MIF balance on hand counts remain unaffected. You can cancel an inventory at any point before the Final Inventory subfunction is complete.

9.9.1 Processing Restrictions. If the Final Inventory subfunction is complete, you can't cancel the inventory.

9.9.2 Processing Materials. None.

9.9.3 Cancel Physical Inventory Message Screen. To cancel the inventory, select H from the Physical Inventory Command Menu.

a. A message is displayed: **Are you sure you wish to cancel physical inventory? (Y/N).**

(1) Enter Y to cancel the inventory. A message is displayed: **Physical Inventory has been canceled at your request.**

OR

(2) Enter N to end processing. The Physical Inventory Command Menu is displayed.

b. If you attempt to cancel the inventory and there are no counts on file, an error message is displayed: **There are no Physical Inventory counts to cancel.** The cursor moves back to the top of the Physical Inventory Command Menu.

9.9.4 Outputs. No reports are printed during this subfunction.

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SECTION 10. STORAGE LOCATION FUNCTION

10.1 Storage Location Function.

a. Use this function to add, modify, and delete storage locations on the Master Item File (MIF), query specific storage locations, and print storage location reports. Storage Location contains four subfunctions and two exit options:

- (1) Add/Modify Storage Location (para 10.2).
- (2) Delete Storage Location (para 10.3).
- (3) Storage Location Inquiry (para 10.4).
- (4) Storage Location Reports (para 10.5).

b. To review the subfunctions in Storage Location, select L from the TISA Command Menu (fig. 10.1-1).

TISA: Stock Financial Maint Query&Rpts PhysInvy Loc'n BatchTISA eXit			
Enter 'L' for Storage Location Process			
DATE:	04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU	AJK-600
OPTION CODE		RING MENU SELECTION OPTIONS	
S		STOCK ACCOUNTING	
F		FINANCIAL ACCOUNTING	
M		FILES MAINTENANCE	
Q		REPORTS AND INQUIRIES	
P		PHYSICAL INVENTORY	
L		STORAGE LOCATION	
B		TISA BATCH PROCESSES	
X		SIGN OFF TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:			

Figure 10.1-1. TISA Command Menu Screen (AJK-600).

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c. The Storage Location Command Menu (fig. 10.1-2) is displayed.

Storage Location: Add/Mod Delete Inquiry Print Return eXit		
Add or Modify Storage Location Process		
DATE: 04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	AJK-980
STORAGE LOCATION COMMAND MENU		
OPTION CODE	RING MENU SELECTION OPTIONS	
A	ADD/MODIFY STORAGE LOCATIONS	
D	DELETE STORAGE LOCATIONS	
I	INQUIRY ON STORAGE LOCATIONS	
P	PRINT STORAGE LOCATION REPORT	
R	RETURN TO TISA COMMAND MENU	
X	EXIT FROM TISA SYSTEM	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 10.1-2. Storage Location Command Menu Screen (AJK-980).

10.2 Add/Modify Storage Locations Subfunction. Use this subfunction to add storage locations to the MIF or modify existing ones. Storage locations are used to identify where items are located in the warehouse. Items on the issue document reports are listed in storage location sequence. Storage locations are also listed on the inventory count and recount sheet reports.

10.2.1 Processing Restrictions. None.

10.2.2 Processing Materials. None.

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10.2.3 Add/Modify Storage Location Screen AJK-983. To add or modify storage locations on the MIF, select A from the Storage Location Command Menu. The Add/Modify Storage Location Screen (fig. 10.2-1) is displayed.

DATE:	07 MAY 92	TISA STORAGE LOCATION	AJK-983
		ADD/MODIFY STORAGE LOCATION	
ENTER DESIRED TIIN FOR SEARCH:		000-0137	
NSN/MCN:		8950-00-000-0137	
ITEM NAME:		SAUCE STEAK 5-10 OZ	
STORAGE LOCATION (PRIME):		BABAA	
STORAGE LOCATION (ALT #1):		BABCC	
STORAGE LOCATION (ALT #2):			
Add or modify location or depress ENTER to skip location.			

Figure 10.2-1. Add/Modify Storage Location Screen (AJK-983).

- a. Enter a TIIN and the NSN/MCN and item name are displayed. The prime and alternate locations are displayed if they are on file for this item.
- b. The cursor is positioned in the STORAGE LOCATION (PRIME) field. You can enter up to five alphanumeric characters to identify a location.
- c. Add or modify the storage locations as required. If you enter less than five characters, press [ENTER]. The cursor moves to the next location.
- d. When you finish your entries, press [ESC]. The Add Locations Ring Menu (fig. 10.2-2) is displayed. You must select Addition from this ring menu to update the MIF with changes you make.
- e. When you enter an invalid TIIN, an error message is displayed. Then, the Interrupt Options Ring Menu is displayed. See paragraph 10.2.5 for processing instructions.

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f. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu is displayed.

10.2.4 Add Locations Ring Menu. Use this ring menu to update the MIF with new data, continue processing changes, return to the Storage Location Command Menu, or end processing.

Add Locations: Addition Continue Return eXit
Confirm Addition of Storage Locations

Figure 10.2-2. Interrupt Options Ring Menu.

a. Select Addition and the following messages are displayed: **Updating Location . . . Please Wait**; then, **Location Has Been Updated**. The MIF is updated and the cursor moves back to the Add Locations Ring Menu.

b. Select Continue and the Add/Modify Storage Location Screen AJK-983 is displayed. You can add or modify other locations.

c. Select Return and the Storage Location Command Menu is displayed.

d. Select eXit and the system login screen is displayed.

10.2.5 Interrupt Options Ring Menu. This ring menu (fig. 10.2-3) is displayed when you try to add or modify a location for an invalid TIIN or interrupt processing.

INTERRUPT OPTIONS: A R X
Do you wish to try again?

Figure 10.2-3. Interrupt Options Ring Menu.

a. Select A to enter a new TIIN on the Add/Modify Storage Location Screen.

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- b. Select R and the Storage Location Command Menu is displayed.
- c. Select X and the system login screen is displayed.

10.2.6 Outputs. No reports are printed during this subfunction. The MIF is updated with new or modified locations.

10.3 Delete Storage Locations Subfunction. Use this subfunction to delete locations for items on the MIF.

10.3.1 Processing Restrictions. Primary locations can't be deleted for items with balances on hand.

10.3.2 Processing Materials. None.

10.3.3 Delete Storage Locations Screen AJK-986. To delete storage locations, select D from the Storage Location Command Menu. The Delete Storage Locations Screen (fig. 10.3-1) is displayed.

DATE:	07 MAY 92	TISA STORAGE LOCATION	AJK-986
		DELETE STORAGE LOCATIONS	
	ENTER DESIRED TIIN FOR SEARCH:	000-0137	
	NSN/MCN:	8950-00-000-0137	
	ITEM NAME:	SAUCE STEAK 5-10 OZ	
	STORAGE LOCATION (PRIME):	BABAA	
	STORAGE LOCATION (ALT #1):	*ABCC	
	STORAGE LOCATION (ALT #2):		
Enter '*' in first position to indicate deletion.			

Figure 10.3-1. Delete Storage Locations Screen (AJK-986).

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- a. Enter a TIIN and the NSN/MCN, item name, and storage locations are displayed.
- b. Press [ENTER] to move the cursor to the first position of the location you are deleting and enter an asterisk (*). Press [ENTER] and that location is deleted. When there is more than one alternate location, that location is replaced with the next one. Repeat this step for each location you want to delete.
- c. When you finish deleting locations, press [ESC]. The Delete Locations Ring Menu (fig. 10.3-2) is displayed. You must select Delete from this ring menu to erase locations from the MIF.
- d. If you enter an invalid TIIN, an error message is displayed. Then, the Interrupt Options Ring Menu is displayed. See paragraph 10.3.5 for processing instructions.
- e. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu is displayed.

10.3.4 Delete Locations Ring Menu. Use this ring menu to update the MIF with the deleted locations, continue processing, return to the Storage Location Command Menu, or end processing.

Delete Locations: Delete Continue Return eXit
Confirm Deletion of Storage Locations

Figure 10.3-2. Delete Locations Ring Menu.

- a. Select Delete and the following messages are displayed: **Updating Location . . . Please Wait**; then, **Location Has Been Updated**. The MIF is updated and the cursor moves back to the Delete Locations Ring Menu.
- b. Select Continue and the Delete Storage Locations Screen AJK-986 is displayed. You can delete more locations.
- c. Select Return and the Storage Location Command Menu is displayed.
- d. Select eXit and the system login screen is displayed.

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10.3.5 Interrupt Options Ring Menu. This ring menu (fig. 10.3-3) is displayed when you try to delete a location for an invalid TIIN or interrupt processing.

INTERRUPT OPTIONS: A R X Do you wish to try again?
--

Figure 10.3-3. Interrupt Options Ring Menu.

- a. Select A to enter a new TIIN on the Delete Storage Location Screen.
- b. Select R and the Storage Location Command Menu is displayed.
- c. Select X and the system login screen is displayed.

10.3.6 Outputs. No reports are printed during this subfunction.

10.4 Inquiry on Storage Locations Subfunction. Use this subfunction to view locations for items on the MIF.

10.4.1 Processing Restrictions. None.

10.4.2 Processing Materials. None.

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10.4.3 Storage Location Inquiry Screen AJK-989. To review storage locations, select I from the Storage Location Command Menu. The Storage Location Inquiry Screen (fig. 10.4-1) is displayed.

Enter The TIIN Of The Storage Location You Wish To View.		
DATE: 07 MAY 92	TISA STORAGE LOCATION	AJK-989
STORAGE LOCATION INQUIRY		
ENTER DESIRED TIIN FOR SEARCH:000-0137		
NSN/MCN:	8950-00-000-0137	
ITEM NAME:	SAUCE STEAK 5-10 OZ	
STORAGE LOCATION (PRIME):	BABAA	
STORAGE LOCATION (ALT #1):		
STORAGE LOCATION (ALT #2):		

Figure 10.4-1. Storage Location Inquiry Screen (AJK-989).

- a. Enter a TIIN and the NSN/MCN, item name, and all locations are displayed. Then, the Query Locations Ring Menu (fig. 10.4-2) is displayed.
- b. When you enter an invalid TIIN, an error message is displayed. Then, the Interrupt Options Ring Menu is displayed. See paragraph 10.4.5 for processing instructions.
- c. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu is displayed.

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10.4.4 Query Locations Ring Menu. Use this ring menu (fig. 10.4-2) to continue viewing storage locations, return to the Storage Location Command Menu, or end processing.

```
Query Locations:  Continue  Return  eXit
Continue Query Process
```

Figure 10.4-2. Query Locations Ring Menu.

- a. Select Continue and the Storage Location Inquiry Screen is displayed. You can process more inquiries.
- b. Select Return and the Storage Location Command Menu is displayed.
- c. Select eXit and the system login screen is displayed.

10.4.5 Interrupt Options Ring Menu. This ring menu (fig. 10.4-3) is displayed when you try to query a location for an invalid TIIN or interrupt processing.

```
INTERRUPT OPTIONS:  A  R  X
Do you wish to try again?
```

Figure 10.4-3. Interrupt Options Ring Menu.

- a. Select A to enter a new TIIN on the Storage Location Inquiry Screen.
- b. Select R and the Storage Location Command Menu is displayed.
- c. Select X and the system login screen is displayed.

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10.4.6 Outputs. No reports are printed during this subfunction.

10.5 Print Storage Location Report Subfunction. Use this subfunction to print the Master Locator and Location Survey reports.

10.5.1 Processing Restrictions. None.

10.5.2 Processing Materials. None.

10.5.3 Print Storage Location Report Screen AJK-992. To print storage location reports, select P from the Storage Location Command Menu. The Print Storage Location Report Screen (fig. 10.5-1) is displayed.

Report Criteria: P - Perishable S - Semiperishable A - All Return eXit		
Enter 'P' to select Perishable Report		
DATE: 04 APR 92	TISA STORAGE LOCATION	AJK-992
PRINT STORAGE LOCATION REPORT		
OPTION CODE	REPORT SELECTION CHOICES	
P	Perishable Warehouse Report	
S	Semiperishable Warehouse Report	
A	All of the Above	
R	Return to Storage Location Menu	
X	Exit from TISA Processing	
SELECT DESIRED REPORT BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 10.5-1. Print Storage Location Report Screen (AJK-992).

- a. Select P, S, or A to produce a storage location report for perishable, semiperishable, or all items. When you select any of these options, the Location or FSC/Name Sequence Ring Menu (fig. 10.5-2) is displayed.
- b. Select R and the Storage Location Command Menu is displayed.

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- c. Select X and the system login screen is displayed.

10.5.4 Location or FSC/Name Sequence Ring Menu. Use this ring menu (fig. 10.5-2) to choose the sequence of the report.

Location or FSC/Name Sequence: Location Survey Master Locator
Location Survey Report - prepare for Physical Inv'y

Figure 10.5-2. Location or FSC/Name Sequence Ring Menu.

- a. The Location Survey Report is printed in storage location sequence by perishability code, primary location, and the first four positions of the item name. Use this report to make sure all items on the MIF have a storage location before you print the inventory count and recount sheets and conduct the physical inventory.
- b. The Master Locator Report is printed in sequence by perishability code, first four positions of the stock number, and first four positions of the item name.
- c. When you select either option, messages are displayed telling you the system is formatting the report. After the report is printed, the Print Storage Location Report Screen is displayed.

10.5.5 Outputs.

- a. The Location Survey Report (PCN AJK-993) or the Master Locator Report (PCN AJK-995) is printed based on your selection. See appendix C for examples of these reports.
- b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:
- (1) File No. 30-18c, TISA Plans (1-year file).
 - (2) Cut off this file at the end of the fiscal year. Keep these reports on file until you print new ones. Destroy the old reports when you no longer need them.

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SECTION 11. TISA BATCH PROCESSES FUNCTION

11.1 TISA Batch Processes Function.

a. Use the TISA Batch Processes Function to close dining facility accounts, purge old file records, create TA20 transactions for ODS/STANFINS, load DSCP price change and requisition status tapes, create follow-up records for DSCP requisitions, shift issue frequency comments, and load dining facility transactions. This function consists of batch processes required by all other TISA functions. The SA is responsible for running the End of Day and End of Month Batch processes. These options no longer appear on the TISA Batch Processes Command Menu. This function contains two subfunctions and two exit options:

- (1) As Required (para 11.2).
- (2) End of Day (para 11.3).
- (3) End of Month (para 11.4).
- (4) AFMIS Internal Communications (para 11.5).

NOTE: The SA has primary responsibility for running processes in the **AS REQUIRED** subfunction. TISA personnel given authority to run these processes can refer to this section of the end user manual, as well as the AFMIS Systems Administrator Manual. Coordination with the SA is required before running any processes. Processes not requiring SA coordination are: Close DF Accounts and Single Stock Fund Bypass DDN processes.

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b. To review the subfunctions in TISA Batch, select option B from the TISA Command Menu (fig. 11.1-1).

TISA:	Stock	Financial	Maint	Query&Rpts	PhysInvy	Loc'n	BatchTISA	eXit
DATE:	04 APR 92	TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU						AJK-600
		OPTION CODE	RING MENU SELECTION OPTIONS					
		S	STOCK ACCOUNTING					
		F	FINANCIAL ACCOUNTING					
		M	FILES MAINTENANCE					
		Q	REPORTS AND INQUIRIES					
		P	PHYSICAL INVENTORY					
		L	STORAGE LOCATION					
		B	TISA BATCH PROCESSES					
		X	SIGN OFF TISA SUBSYSTEM					
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:								

Figure 11.1-1. TISA Command Menu Screen (AJK-600).

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c. The TISA Batch Processes Command Menu (fig. 11.1-2) is displayed.

TISA BATCH PROCESSES COMMAND OPTIONS: A C R X		
AS REQUIRED.		
DATE: 15 Jun 92	TISA BATCH PROCESSES COMMAND MENU	AJK-870
OPTION CODE	DESCRIPTION	
A	AS REQUIRED	
C	AFMIS INTERNAL COMMUNICATIONS	
R	RETURN TO TISA COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 11.1-2. TISA Batch Process Command Menu Screen (AJK-870).

11.2 As Required Subfunction.

a. Use the As Required subfunction to interface with DSCP and Single Stock Fund Bypass. Run other processes on an as needed basis. The TISO or SA determines when to run these processes. This subfunction contains 18 processes and two exit options:

- (1) Close DF Accounts (para 11.2.1).
- (2) Purge DF Accounts (para 11.2.2).
- (3) VRGC Purge (para 11.2.3).
- (4) Single Stock Fund Bypass DDN (para 11.2.4).
- (5) Transmit DSCP Data Via DDN/Create DSCP Tape (para 11.2.5).

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- (6) DSCP MIF Update (para 11.2.6). No Longer Used In AFMIS.
- (7) Purge TRF (para 11.2.7).
- (9) Create Follow-up Records (para 11.2.8).
- (10) Purged Doc Hist Records Inquiry (para 11.2.10).
- (11) Purge Aged Doc Hist Records (para 11.2.11).
- (12) Load DSCP Status Data (para 11.2.12).
- (13) Purge 3161 Header/Trailer (para 11.2.13).

<p>NOTE: The SA can use the DFO Interface processes when an end-of-day run is not successful. To avoid corrupting your files, DO NOT run these processes.</p>
--

- (14) DFO Interface--ROS, SOC, XRF (para 11.2.14).
- (15) DFO Interface--Headcount (para 11.2.15).
- (16) DFO Interface--Turn-ins (para 11.2.16).
- (17) DFO Interface--DVD Shopping Lists (para 11.2.17).
- (18) DFO Interface--ARCS Shopping Lists (para 11.2.18).

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b. The TISA Batch Processes As Required Command Menu (fig. 11.2-1) displays the first group of batch processes. Use A thru H to process As Required batch information. Use N to review the next screen of As Required processes. Use R to return to the TISA Batch Command Menu. Use X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen AJK-920.

TISA BATCH AS REQUIRED COMMAND OPTIONS: A B C D E F G H I N R X			
CLOSE DINING FACILITY ACCOUNTS.			
DATE: 28 Sep 92		TISA BATCH PROCESSES AS REQUIRED COMMAND MENU	
AJK-871			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	CLOSE DF ACCOUNTS	F -	DSCP MIF UPDATE
B -	PURGE DF ACCOUNTS	G -	PURGE TRF
C -	VRGC PURGE	H -	CREATE FOLLOW UP RECORDS
D -	SINGLE STOCK FUND BYPASS DDN	N -	NEXT SCREEN OF AS REQUIRED PROCESSES
E -	TRANSMIT DSCP DATA VIA DDN	R -	RETURN TO TISA BATCH COMMAND MENU
		X -	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.		OPTION CODE:	

Figure 11.2-1. TISA Batch Process As Required Command Menu Screen (AJK-871) - Group 1 Options.

NOTE: THE PROCESSES ON TISA BATCH AS REQUIRED COMMAND MENU SCREEN AJK-872 ARE FOR USE BY THE SYSTEM ADMINISTRATOR (SA) ON AN AS REQUIRED BASIS. REFER TO THE SYSTEM ADMINISTRATOR MANUAL, SECTION 8 (BATCH PROCESS FOR AFMIS) FOR INSTRUCTIONS ON THESE PROCESSES

11.2.1 Close DF Accounts Process. Use this process to close DF accounts at the end of the accounting period and open accounts for the new month with a balance carried forward.

11.2.1.1 Processing Restrictions. Run the Flag Customer Account for Closing process (para 6.4) to close open accounts before you run this process.

11.2.1.2 Processing Materials. None.

11.2.1.3 Processing Actions. To begin the Close DF Accounts process, select A from the TISA Batch Processes As Required Command Menu.

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a. If all DVD customers are not receipted for or all accounts have not been flagged for closing, an error message is displayed and processing ends.

b. When all customer accounts are closed, the Installation Uniques File is updated. Then, the TISA Batch Processes As Required Command Menu is displayed.

11.2.1.4 Outputs. No reports are printed during this process.

11.2.2 Purge DF Accounts Process. Use this process to remove dining facility account information beyond a 6-month period, and store it on a tape.

11.2.2.1 Processing Restrictions. AFMIS should be operational for 6 months before you run this process.

11.2.2.2 Processing Materials. None.

11.2.2.3 Processing Actions. To begin the Purge DF Accounts process, select B from the TISA Batch Processes As Required Command Menu.

a. The message: **PURGE DFA PROCESS -- MONTH OF JAN** is displayed (month displayed is within the 6-month period).

b. When the purge is complete, the number of rows unloaded is displayed at the bottom of the screen. For example: **127 row(s) unloaded**. Then, the DFA Tape Request Screen (fig. 11.2-2) is displayed.

```
PURGE DFA PROCESS -- MONTH OF JAN

PLEASE MOUNT TAPE NOW      !
ENTER AN (R) WHEN TAPE IS MOUNTED
OR ENTER AN (X) TO CANCEL PROCESS
                          ->
```

Figure 11.2-2. DFA Tape Request Screen.

(1) When the Data Cartridge (tape) is loaded, enter R.

OR

(2) To cancel the process, enter X.

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c. When the Data Cartridge (tape) is loaded and the process is complete, the TISA Batch Processes As Required Command Menu is displayed.

d. When you cancel the process, a message is displayed: **DFA PURGE PROCESS CANCELED, NO RECORDS WILL BE DELETED !** Then, the TISA Batch Processes As Required Command Menu is displayed.

11.2.2.4 Outputs. No reports are printed during this process.

11.2.3 VRGC Purge Process. Use this process to remove VRGC transactions beyond a 120-day period, and store them on a tape.

11.2.3.1 Processing Restrictions. AFMIS should be operational for 4 months before you run this process.

11.2.3.2 Processing Materials. None.

11.2.3.3 Processing Actions. To begin the VRGC Purge process, select C from the TISA Batch Processes As Required Command Menu.

a. The following message is displayed: **PURGE VRGC PROCESS -- MONTH OF FEB** (month displayed is within the 120-day period).

b. When the purge is complete, the number of rows unloaded is displayed at the bottom of the screen. For example: **150 row(s) unloaded.** Then, the VRGC Tape Request Screen (fig. 11.2-3) is displayed.

```
PURGE VRGC PROCESS -- MONTH OF FEB

PLEASE MOUNT TAPE NOW      !
ENTER AN (R) WHEN TAPE HAS BEEN MOUNTED
OR ENTER AN (X) TO CANCEL PROCESS
->
```

Figure 11.2-3. VRGC Tape Request Screen.

(1) When the Data Cartridge (tape) is loaded, enter R.

OR

(2) To cancel the process, enter X.

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c. When the Data Cartridge (tape) is loaded and the process is complete, the TISA Batch Processes As Required Command Menu is displayed.

d. When you cancel the process, a message is displayed: **VRGC PURGE PROCESS CANCELLED; NO RECORDS WILL BE DELETED!**

11.2.3.4 Outputs. No reports are printed during this process.

11.2.4 Single Stock Fund Bypass DDN Process. Use this process to generate and transmit TA20 transactions to ODS (CONUS), or STANFINS (OCONUS) via DDN.

11.2.4.1 Processing Restrictions. None.

11.2.4.2 Processing Materials. None.

11.2.4.3 Processing Actions. To initiate the Single Stock Fund Bypass DDN process, select D from the TISA Batch Processes As Required Command Menu.

NOTE: The selections you see for options D and E on the TISA Batch As Required Command Menu Screen AJK-871 are based on the transmission method you choose on the Transmission Method Data Screen AJK-719. To change the transmission method, see paragraph 7.9.9 for processing instructions.

a. When you transmit Single Stock Fund Bypass DDN, a series of messages is displayed: **STARTING SINGLE STOCK FUND, TA20 RECORD SELECTION, This process will take several minutes...TA20 records are now being written to a UNIX file...This process will take several minutes...UNIX file will now be transmitted via DDN...Attempting to transmit ODS file. Please wait.**

(1) If the run is successful, the messages: **ODS file was successfully transmitted! Please stand by...** Then, the TISA Batch Processes As Required Command Menu is displayed.

(2) If the run is not successful, the message: **DDN FILE TRANSFER FAILED** is displayed. Then, the TISA Batch Processes As Required Command Menu is displayed.

b. If the file transfer failed, the next time the Single Stock Fund process is run, the following message will be displayed on the screen: **STARTING SINGLE STOCK FUND, TA20 RECORD SELECTION, THIS PROCESS WILL TAKE SEVERAL MINUTES...THE SYSTEM FOUND AN 'AFMIS*' FILE IN YOUR DIRECTORY... THIS INDICATES THAT THE PREVIOUS DDN WAS NOT SUCCESSFUL...CALL CUSTOMER SUPPORT TO RESOLVE THIS ISSUE BEFORE CONTINUING...STRIKE ANY KEY TO EXIT THE PROCESS**

NOTE: The SA should review the error log **ajkz3e** located in **/tisa/bt**. If the connection to the destination was not up or the password or login was incorrect the AFMIS file would remain in the **/tisa/bt** directory. After the conditions are corrected the file must be transmitted to ODS before the process can be executed from the Batch As Required Screens. To send the file to ODS from the command line the SA execute the script **ajkz3u.x01** from the command line passing the variable Y for ODS . e.g. **afmis> ajkz3u.x01 Y**. When the AFMIS file is successfully transmitted to ODS the file is archived in the **/backup/stanfins** directory.

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11.2.4.4 Outputs.

a. The Single Stock Fund – TA20 Records Report, PCN-Z3R is printed listing the debit and credit transactions for each reimbursable customer issue is printed during this process. See appendix C for an example of this report.

b. AR-25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01 DEST: Oct 03

11.2.5 Transmit DSCP Data Via DDN/Create DSCP Tape Process. Use this process to transmit DSCP data by DDN or tape.

11.2.5.1 Processing Restrictions. None.

11.2.5.2 Processing Materials. None.

11.2.5.3 Processing Actions. To begin the Transmit DSCP Data Via DDN or Tape process, select E from the TISA Batch Processes As Required Command Menu.

a. When you transmit DSCP data by DDN, the following messages are displayed: **DHO records are now being written to a UNIX file. . .Please wait; then, Sending DSCP file via DDN. . .**

(1) If the run is successful, the message: **PROCESS COMPLETE** is displayed. Then, the TISA Batch Processes As Required Command Menu is displayed.

(2) If the run is not successful, the following messages are displayed: **DDN FILE TRANSFER FAILED . . . NO RECORDS SENT VIA DDN, ERROR MESSAGE WRITTEN TO ‘ajkyte’ NOTIFY ANALYST.** Then, the TISA Batch Processes As Required Command Menu is displayed.

(2) If there are no records to process, the message: **“NO RECORDS TO PROCESS... PROGRAM TERMINATED”** will appear. Then, the TISA Batch Processes As Required Command Menu is displayed.

b. When you transmit DSCP data by tape, the following messages are displayed: **DHO records are now being written to a UNIX file. . .Please wait; Please load magnetic tape. . . Depress ENTER when tape is loaded; then, Records being written to tape. . . Please wait.**

(1) If the run is successful, the message: **PROCESSING COMPLETE** is displayed. Then, the TISA Batch Processes As Required Command Menu is displayed.

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(2) If the run is not successful, the following messages are displayed: **TAPE WRITE FAILED. . .NO RECORDS SUCCESSFULLY WRITTEN. . .**, and **THERE WERE NO RECORDS ON THE DHO FILE TO PROCESS**. Then, the TISA Batch Processes As Required Command Menu is displayed.

c. When you have a successful transmission by DDN or tape, the Summary of Transactions sent to DSCP: TISA to DSCP Report (PCN AJK-YU1) is produced during the end-of-day run.

11.2.5.4 Outputs.

a. The Summary of Transactions Sent to DSCP: TISA to DSCP Report (PCN AJK-YU1) is printed during the End of Day Batch process (para 11.3). See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

11.2.6 DSCP MIF Update Process. **This process is no longer used in AFMIS. To update prices on the MIF for Non-STORES items use the Master Item File – Modify process to manually update the price.** Use this process to load DSCP price changes to the MIF for the next accounting period.

11.2.6.1 Processing Restrictions. Load the price list tape when you receive it. However, price changes cannot be effective before the new accounting period.

11.2.6.2 Processing Materials. None.

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11.2.6.3 TISA Batch Processes Warning Screen. To begin the DSCP MIF Update process, select F from the TISA Batch Processes As Required Command Menu. The TISA Batch Processes Warning Screen (fig. 11.2-4) is displayed. Select one of the following options and press [ENTER]:

#	#	#	####	#	#	###	#	#	####	###	###
#	#	#	#	#	#	##	#	#	##	#	###
#	#	#	#	#	#	#	#	#	#	#	###
#	#	#	#	#	#####	#	#	#	#	#	###
#	#	#	#####	#	#	#	#	#	#	###	#
#	#	#	#	#	#	#	#	#	#	#	#
#	#	#	#	#	#	#	##	#	#	##	###
##	##	#	#	#	#	#	#	###	#	####	###

#####	
#THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.	#
#IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT	#
#THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE	#
#TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS	#
#PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.	#
#PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM.	#
#####	

OPTION	OPTION DESCRIPTION
1	CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
2	CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

OPTION: 1

Figure 11.2-4. TISA Batch Processes Warning Screen

a. Select 1 and the TISA Batch Processes As Required Command Menu is displayed with this message at the top of the screen: **PLEASE MOUNT THE DSCP PRICE CHANGE TAPE.** Then, a message is displayed at the bottom of the screen: **ENTER A 'Y' WHEN THE TAPE IS MOUNTED OR 'X' TO EXIT:**

b. When the tape is mounted and the process is complete, the TISA Batch Processes As Required Command Menu is displayed.

OR

c. Select 2 and processing ends. The TISA Batch Processes As Required Command Menu is displayed.

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11.2.6.4 Outputs.

a. The DSCP MIF Update Report - Price Changes (PCN AJK- 4J1), DSCP MIF Update Report - Unit of Issues Changes (PCN AJK-4J2), DSCP MIF Update Report - Seasonal Items No Longer Available (PCN AJK-4J3), and the DSCP MIF Update Report - Price Effective Date (PCN AJK-4J4) are printed during this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep these reports on file until you print new ones. Destroy the old reports when you no longer need them.

11.2.7 Purge TRF Process. Use this process to remove records from the transaction register beyond a 60-day period, and store them on a tape data cartridge.

11.2.7.1 Processing Restrictions. AFMIS should be operational for 2 months before you run this process.

11.2.7.2 Processing Materials. None.

11.2.7.3 Processing Actions. To begin the Purge TRF process, select G from the TISA Batch Processes As Required Command Menu.

a. A message is displayed: **TRF PURGE PROCESS - PURGING RECORDS WITH DATES PRIOR TO 02/16/2001** (date displayed is within the 60-day period).

b. When the purge is complete, you are requested to mount a tape. The Transaction Register Purge Report (PCN AJK-6P1) is printed. Then, the TISA Batch Processes As Required Command Menu is displayed.

11.2.7.4 Outputs.

a. The Transaction Register Purge Report (PCN AJK-6P1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

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11.2.8 Create Follow-up Records Process. Use this process to create and print DSCP follow-up records for outstanding requisitions. These records are created when no DSCP status tape is received or loaded. The first records are created 7 days after you release a requisition and don't receive the status. The cycle is repeated every 7 days.

11.2.8.1 Processing Restrictions. None.

11.2.8.2 Processing Materials. None.

11.2.8.3 Processing Actions. To create and print the follow-up records, select H from the TISA Batch Processes As Required Command Menu.

NOTE: To prevent the creation of unnecessary follow-up (AT__ , AFI) transactions, incoming DSCP status tapes should be loaded as soon as they are received.

a. This menu is displayed while information is gathered for the Document History File Follow-up Records Issued Report (PCN AJK-YG1).

b. The cursor moves to the bottom of the screen and the following messages are displayed: **ENTERED AJKYFP.4GE . . .**; then, **ENTERED AJKYGP.4GE . . .**

c. When the report is finished, the cursor moves back to the options menu at the top of the screen.

11.2.8.4 Outputs.

a. The Document History File Follow-up Records Issued Report (PCN AJK-YG1) is printed. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

11.2.9 TISA Batch Processes As Required Command Menu Screen (CON'T) AJK-872.

a. Use this screen (fig. 11.2-5) to select the remaining As Required processes. Use J thru T to continue processing. Use P to return to the previous TISA Batch Processes As Required Command Menu. Use R to return to the TISA Batch Command Menu and X to return to the AFMIS Command Menu (TISA/Prime Vendor) screen AJK-920.

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b. To review the remaining As Required processes in TISA Batch, select N from the TISA Batch Processes As Required Command Menu Screen AJK-871. The TISA Batch Processes As Required Command Menu Screen AJK-872 (fig. 11.2-5) is displayed.

AS REQUIRED COMMAND OPTIONS CONT'D: I J K L M O Q S T U P R X			
INQUIRE PURGED DOCUMENT HISTORY RECORDS.			
DATE: 15 Jun 92		TISA BATCH PROCESSES AS REQUIRED COMMAND MENU	
		AJK-872	
(CONT'D)			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
I -	PURGED DOC HIST RECORDS INQUIRY	Q -	DFO INTERFACE --TURN-INS
J -	PURGE AGED DOC HIST RECORDS	S -	DFO INTERFACE--DVD SHOPPING LISTS
K -	LOAD DSCP STATUS DATA	T -	DFO INTERFACE--ARCS SHOPPING LISTS
L -	PURGE 3161 HEADER/TRAILER	P -	PREVIOUS SCREEN OF AS REQUIRED PROCESSES
M -	DFO INTERFACE--ROS, SOC, XFR	R -	RETURN TO TISA BATCH COMMAND MENU
O -	DFO INTERFACE--HEADCOUNT	X -	EXIT FROM TISA PROCESSING
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 11.2-5. TISA Batch Process As Required Command Menu Screen (AJK-872) Group 2 Options.

11.2.10 Purged Doc Hist Records Inquiry Process. Use this process to retrieve and review specific records that are removed from the database files.

11.2.10.1 Processing Restrictions. None.

11.2.10.2 Processing Materials. Use the Monthly Transaction Register Report (PCN AJK-6N1) to complete this process.

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11.2.10.3 Options Ring Menu. To begin the Purged Document History Records Inquiry process, select I from the TISA Batch Processes As Required Command Menu. The Options Ring Menu (fig 11.2-6) is displayed.

OPTIONS: INQUIRE R X
INQUIRE AGAINST PURGED DOCUMENT HISTORY FILE RECORDS

Figure 11.2-6. Options Ring Menu .

- a. Select INQUIRE to review purged document history file records. The TISA Stock Accounting/Document History Inquire Purged Document History Screen AJK-815 (fig. 11.2-7) is displayed.
- b. Select R and the TISA Batch Processes As Required Command Menu is displayed.
- c. Select X and the return to the AFMIS Command Menu (TISA/Prime Vendor) screen AJK-920.

11.2.10.4 TISA Stock Accounting/Document History Inquire Purged Document History Screen AJK-815. Use this screen to confirm that the correct month's data is loaded, or exit processing.

DATE: 24 JUN 92	TROOP ISSUE SUBSISTENCE ACTIVITY STOCK ACCOUNTING/DOCUMENT HISTORY INQUIRE PURGED DOCUMENT HISTORY	AJK-815
MOUNT TAPE CONTAINING DESIRED MONTH'S DATA ON TAPE DRIVE		
ENTER DESIRED OPTION WHEN READY		
<u>OPTION</u>	<u>DESCRIPTION</u>	
1	TAPE IS MOUNTED ON TAPE DRIVE AND READY FOR UNLOADING	
2	EXIT FROM SCREEN AND RETURN TO RING MENU	
OPTION:		

Figure 11.2-7. TISA Stock Accounting/Document History Inquire Purged Document History Screen (AJK-815).

- a. Select 1 to confirm that the tape for the month being purged is loaded.
 - (1) When the tape is mounted, a message is displayed: **SYSTEM NOW UNLOADING DATA FROM TAPE BACK INTO SYSTEM - PLEASE WAIT !**

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(2) When the data is loaded, information is gathered for that month's transactions. The transactions are displayed on the TISA Stock Accounting/Document History Inquire Purged Document History Screen AJK-816 (fig. 11.2-8).

- b. Select 2 to exit this screen and the Options Ring Menu is displayed.

11.2.10.5 TISA Stock Accounting/Document History Inquire Purged Document History Screen AJK-816. Use this screen to enter review data for a specific NSN or document number.

DEPRESS <ENTER> TO MOVE CURSOR TO DESIRED FIELD(S)		
DEPRESS <ESC> TO ENACT QUERY AFTER ENTERING DATA		
DATE:	24 JUN 92	TROOP ISSUE SUBSISTENCE ACTIVITY
		STOCK ACCOUNTING/DOCUMENT HISTORY
		INQUIRE PURGED DOCUMENT HISTORY
		AJK-816
ENTER DATA IN ANY COMBINATION OF DESIRED FIELDS BELOW		
DOCUMENT NUMBER:	W26QKQ00810100	
DIC:	AE1	
NSN:	8910001258440	
	(ENTER NSN WITHOUT HYPHENS)	
DATE OF LAST ACTION:		
	(ENTER IN MM/DD/YYYY FORMAT)	

Figure 11.2-8. TISA Stock Accounting/Document History Inquire Purged Document History Screen (AJK-816).

- a. Enter a document number and press [ENTER]. The cursor moves to the DIC field.
- b. Enter a document identifier code and press [ENTER]. The cursor moves to the NSN field.
- c. Enter the NSN and press [ENTER]. The cursor moves to the DATE OF LAST ACTION field.
- d. Enter the date of last action and press [ESC]. The TISA Stock Accounting/ Document History Inquire Purged Document History Screen AJK-817 (fig. 11.2-9) is displayed.
- e. If you make an invalid entry, an error message is displayed and the cursor moves back to that field.

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11.2.10.6 TISA Stock Accounting/Document History Inquire Purged Document History Screen
AJK-817. Use this screen to review items that match the query you selected.

DATE: 24 JUN 92		TROOP ISSUE SUBSISTENCE ACTIVITY					AJK-817
STOCK ACCOUNTING/DOCUMENT HISTORY							
INQUIRE PURGED DOCUMENT HISTORY							
DOCUMENT	DIC	RIC	NSN	UNIT/	QTY	STA	DATE LAST
NUMBER				ISSUE	REQ	CD	ACTIVE
W26QKQ00810100	AE1	S9P	8910-00-125-8440	LB	322	AF	13 Jun 90
W26QKQ00810100	AE1	S9P	8910-00-125-8440	LB	322	AE	26 Jun 90
W26QKQ00810100	AE1	S9P	8910-00-125-8440	LB	322	AE	16 Jul 90
TO EXIT PROCESS, PRESS <ESC>							

Figure 11.2-9. TISA Stock Accounting/Document History Inquire Purged Document History
Screen (AJK-817).

a. This screen displays the document number, document identifier code, routing identifier code, NSN, unit of issue, quantity required, status code, and date last active.

NOTE: A block of fifty records is displayed at a time. If more than fifty records are available for review, press [ESC] after each block to continue.

- b. You can review the purged information by using the following keys:
- (1) Use the [ENTER] or ARROW keys to scroll forward and back through the list by line.

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(2) Use the [F3] key to page forward and the [F4] key to page back.

c. When you finish your review, press [ESC]. An Options Ring Menu is displayed.

11.2.10.7 Options Ring Menu. Use this ring menu (fig. 11.2-10) to select other purged document history records, print purged document history records, or exit processing.

OPTIONS: DISPLAY PRINT EXIT
VIEW ADDITIONAL PURGED DOCUMENT HISTORY RECORDS ON SCREEN

Figure 11.2-10. Options Ring Menu.

a. Select **DISPLAY** and Screen AJK-816 is displayed so you can review other purged document history records.

b. Select **PRINT** and a message is displayed while the Document History Purge File Inquiry Report (PCN AJK-YD1) is being printed.

c. Select **EXIT** and the system login screen is displayed.

11.2.10.8 Outputs.

a. The Document History Purge File Inquiry Report (PCN AJK-YD1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

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11.2.11 Purge Aged Doc Hist Records Process. Use this process to remove inactive records (within 120-day period) from files and store them on a tape.

11.2.11.1 Processing Restrictions. AFMIS should be operational for 4 months before you run this process.

11.2.11.2 Processing Materials. None.

11.2.11.3 Processing Actions. To begin the Purge Aged Document History Records process, select J from the TISA Batch Processes As Required Command Menu.

a. A series of messages is displayed: **Document history file purge process started** **please wait**; then, **MONTHLY PURGE PROCESS HAS BEEN INITIATED**; then, **PLEASE WAIT WHILE RECORDS ARE UNLOADED TO 'AJKYSD'**.

b. After the records are gathered, a message is displayed. For example: **84 Row(s) Retrieved Into Temp Table.**

c. Then, another message is displayed: **UNLOAD COMPLETED....NOW THE BACK-UP TAPE MUST BE MOUNTED!**

d. When the back-up tape is mounted, type 'mntd' and press [ENTER]. To cancel processing, press [ENTER] with no entry.

(1) When you type 'mntd', the Document History Purge Information Screen (fig. 11.2-11) is displayed.

<pre>FILE 'AJKYSD' WILL NOW BE COPIED TO STORAGE TAPE return code from copy ajkysd to tape =0 COPY OF 'AJKYSD' TO TAPE COMPLETED RECORDS TO BE PURGED WILL NOW BE PRINTED; PLEASE WAIT</pre>
--

Figure 11.2-11. Document History Purge Information Screen.

(2) After the purged records are printed, the process is complete. Then, the TISA Batch Processes As Required Command Menu is displayed.

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11.2.11.4 Outputs.

a. The Purged DHF Records Report (PCN AJK-YS1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

11.2.12 Load DSCP Status Data Process. Use this process to load requisition status to a file for transactions received from DSCP.

11.2.12.1 Processing Restrictions. None.

11.2.12.2 Processing Materials. None.

11.2.12.3 Processing Actions. To begin the Load DSCP Status Data process, select K from the TISA Batch Processes As Required Command Menu.

a. When you load DSCP data by tape and the tape is properly mounted, the message: **STARTING TAPE COPY** is displayed.

(1) If the run is successful, the message: **PROCESSING COMPLETE** is displayed. All DSCP status records are loaded to the Document History Transaction Input File (DHI). Then, the TISA Batch Processes As Required Command Menu is displayed.

(2) If the run is not successful, the message: **CANNOT READ THE DSCP STATUS TAPE** is displayed. Then, the TISA Batch Processes As Required Command Menu is displayed.

b. When you load DSCP data by DDN, the following message is displayed: **SINCE DDN IS THE TRANSMISSION METHOD, DSCP STATUS DATA WILL BE LOADED IN THE END OF DAY PROCESS.** Then, the TISA Batch Processes As Required Command Menu is displayed. The DSCP status records are loaded to the Document History Transaction Input File (DHI) during the end-of-day run and are transmitted by DDN.

c. When you load DSCP requisition status by tape or DDN, the DSCP to TISA Report - TISA Status Records (PCN AJK-YV1) and the DSCP to TISA Report - Non TISA Status Records (PCN AJK-YV2) are produced during the end-of-day run.

11.2.12.4 Outputs.

a. The DSCP to TISA Report - TISA Status Records (PCN AJK-YV1) and the DSCP to TISA Report - Non TISA Status Records (PCN AJK-YV2) are printed during the End of Day Batch process (para 11.3). See appendix C for examples of these reports.

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b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep these reports on file until you print new ones. Destroy the old reports when you no longer need them.

11.2.13 Purge 3161 Header/Trailer Process. Use this process to remove all records which are at least 31 days old from the Header/Trailer files.

11.2.13.1 Processing Restrictions. AFMIS should be operational for 2 months before you run this process.

11.2.13.2 Processing Materials. None.

11.2.13.3 Processing Actions. To begin the Purge 3161 Header/Trailer process, select L from the TISA Batch Processes As Required Command Menu.

a. A message is displayed: **PURGE HEADER/TRAILER 3161 PROCESS -- MONTH OF MAY !**

b. The old records are deleted. Then, the TISA Batch Processes As Required Command Menu is displayed.

c. When there are no records to purge, two messages are displayed: **NO H3161 RECORDS TO BE PURGED**; then, **ERROR LOG (AJK1KE) WAS GENERATED**. Then, the TISA Batch Processes As Required Command Menu is displayed.

11.2.13.4 Outputs. No reports are printed during this process.

11.2.14 DFO Interface--ROS, SOC, XFR Process. Use this process to load ROS, SOC, and XFR records received from the DFO Transaction Output File.

11.2.14.1 Processing Restrictions. None.

11.2.14.2 Processing Materials. None.

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11.2.14.3 TISA Batch Processes Warning Screen. To begin the DFO Interface--ROS, SOC, XFR process, select M from the TISA Batch Processes As Required Command Menu. The TISA Batch Processes Warning Screen (fig. 11.2-12) is displayed. Select one of the following options and press [ENTER]:

```

# # # ##### # # # # # # # # # # #
# # # # # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # #
# # # ##### # # # # # # # # # # #
# # # # # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # #
## ## # # # # # # # # # # # # # #

#####
# THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES. #
# IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT #
# THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE #
# TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS #
# #PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT. #
# PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM. #
#####

OPTION          OPTION DESCRIPTION

          1          CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
          2          CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

          ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

          OPTION:      1

```

Figure 11.2-12. TISA Batch Processes Warning Screen

- a. Select 1 and the following messages are displayed: **PROCESSING ROS, SOC, AND XRF DATA -- FROM DFO TO TISA!**; then, **TRANSACTION INPUT RECORDS = 0** (the number of records are displayed).
- b. When there are no records to process, the TISA Batch Processes As Required Command Menu is displayed.
- c. Select 2 and processing ends. The TISA Batch Processes As Required Command Menu is displayed.

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11.2.14.4 Outputs.

a. The DFO to TISA (ROS, SOC, XRF) Transaction Error Listing Report (PCN AJK-1F1) is printed. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

11.2.15 DFO Interface--Headcount. Use this process to load and update TISA's files with the DFO headcount and inventory dollar values.

11.2.15.1 Processing Restrictions. None.

11.2.15.2 Processing Materials. None.

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11.2.15.3 TISA Batch Processes Warning Screen. To begin the DFO Interface--Headcount process, select O from the TISA Batch Processes As Required Command Menu. The TISA Batch Processes Warning Screen (fig. 11.2-13) is displayed. Select one of the following options and press [ENTER]:

```

#      #      #      #####      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
##     ##     #      #      #      #      #      #      #      #      #      #      #      #

#####
#      THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.      #
#      IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT  #
#      THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE #
#      TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS #
#      #PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.      #
#      PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM. #
#####
      OPTION      OPTION DESCRIPTION
      1            CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
      2            CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

      ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

      OPTION:      1
  
```

Figure 11.2-13. TISA Batch Processes Warning Screen

- a. Select 1 and the following messages are displayed: **DFO Interface Headcount Process in progress, Please Wait !**; then, **DFO Interface Headcount Process completed!**
- b. When no records are found, two messages are displayed: **No Headcount Records found for processing!**; then, **No Inventory Records found for processing!** Then, the TISA Batch Processes As Required Command Menu is displayed.

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c. Select 2 and processing ends. The TISA Batch Processes As Required Command Menu is displayed.

11.2.15.4 Outputs.

a. The DFO to TISA - Headcount Transaction Error Listing (PCN AJK-111) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

11.2.16 DFO Interface--Turn-ins Process. Use this process to load turn-in transactions for processing.

11.2.16.1 Processing Restrictions. None.

11.2.16.2 Processing Materials. None.

11.2.16.3 Processing Actions. To begin the DFO Interface Turn-ins process, select Q from the TISA Batch Processes As Required Command Menu.

a. When turn-in transactions are found, the H3161 file is updated. Then, the TISA Batch Processes As Required Command Menu is displayed.

b. When no transactions are found, a message is displayed: **NO TURN-INS FOUND ON THE TIN FILE --- EXITING.** Then, the TISA Batch Processes As Required Command Menu is displayed.

11.2.16.4 Outputs. No reports are printed during this process.

11.2.17 DFO Interface--DVD Shopping Lists Process. Use this process to load DFO DVD shopping lists from the TISA Transaction Input (TIN) File and create records on the TISA's Customer Order File.

11.2.17.1 Processing Restrictions. None.

11.2.17.2 Processing Materials. None.

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11.2.17.3 TISA Batch Processes Warning Screen. To begin the DFO Interface--DVD Shopping Lists process, select S from the TISA Batch Processes As Required Command Menu. The TISA Batch Processes Warning Screen (fig. 11.2-14) is displayed. Select one of the following options and press [ENTER]:

```
# # # ##### # # # # # # # # # # # #
# # # # # # # # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # # # # #
# # # ##### # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # # # #
# # # # # # # # # # # # # # # # # # #
## ## # # # # # # # # # # # # # # # #

#####
# THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES. #
# IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT #
# THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE #
# TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS #
# #PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT. #
# PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM. #
#####

OPTION          OPTION DESCRIPTION

          1          CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
          2          CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

          ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

OPTION:      1
```

Figure 11.2-14. TISA Batch Processes Warning Screen

a. Select 1 and a message is displayed: **THE DFO TO TISA DVD EDIT PROCESS IS NOW EXECUTING.** When DVD shopping lists are on file and the process is complete, the TISA Batch Processes As Required Command Menu is displayed.

b. When no shopping lists are on file, a series of messages is displayed: **NO DVD SHOPPING LIST TRANSACTIONS WERE FOUND FOR PROCESSING;** then, **THE DFO TO TISA DVD EDIT PROCESS HAS NOW COMPLETED WITH ERROR WARNINGS;** then, **ERROR LOG FILE [ajkzoe] WILL BE SUBMITTED FOR PRINTING.** Then, the TISA Batch Processes As Required Command Menu is displayed.

c. Select 2 and processing ends. The TISA Batch Processes As Required Command Menu is displayed.

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11.2.17.4 Outputs.

a. The TISA Shopping List Retrieval - EOD Report (PCN AJK-XQ1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print new a one. Destroy the old report when you no longer need it.

11.2.18 DFO Interface--ARCS Shopping Lists. Use this process to load DFO ARCS shopping lists from the TIN File.

11.2.18.1 Processing Restrictions. None.

11.2.18.2 Processing Materials. None.

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11.2.18.3 TISA Batch Processes Warning Screen. To begin the DFO Interface--ARCS Shopping Lists process, select T from the TISA Batch Processes As Required Command Menu. The TISA Batch Processes Warning Screen (fig. 11.2-15) is displayed. Select one of the following options and press [ENTER]:

```

#      #      #      #####      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
##     ##     #      #      #      #      #      #      #      #      #      #      #      #

#####
#      THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.      #
#      IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT  #
#      THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE #
#      TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS #
#      #PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.      #
#      PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM. #
#####
      OPTION      OPTION DESCRIPTION
      1            CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
      2            CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

      ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

      OPTION:      1
    
```

Figure 11.2-15. TISA Batch Processes Warning Screen

- a. When you select 1 and no shopping lists are on file, the message: **NO SHOPPING LIST RECORDS EXTRACTED!** is displayed. Then, the TISA Batch Processes As Required Command Menu is displayed.
- b. When shopping lists are on file and the process is complete, the TISA Batch Processes Command Menu is displayed.
- c. Select 2 and processing ends. The TISA Batch Processes As Required Command Menu is displayed.

11.2.18.4 Outputs.

- a. The TISA Shopping List Retrieval - EOD Report (PCN AJK-XQ1) is printed during this process. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report.

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep this report on file until you print a new one. Destroy the old report when you no longer need it.

11.3 End of Day Batch Process. The SA is responsible for scheduling and running the End of Day Batch process. This is done each day to perform database file updates; create output transactions for the TISA, DFOs, ODS/STANFINS, and DISMS; and read in transactions from the TISA, DFOs, and DISMS.

11.3.1 Processing Restrictions. The End of Day (EOD) process is designed to run at the end of each working day. Once it is finished, it cannot be run again in the same day. All users must log off the system before the SA starts this process. The SA must set up and coordinate the end-of-day run with all users. If a run is scheduled earlier or later than the established time, the SA must contact all users.

11.3.2 Outputs.

a. The following reports are printed during this process:

(1) DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report (PCN AJK-1F1).

(2) Financial Accounting (Headcount) Transaction Error Listing - DFO to TISA Report (PCN AJK-1I1).

(3) NSNs Flagged for Deletion (DFO Not Notified) Report (PCN AJK-4D1).

(4) NSNs Flagged for Deletion (DFO Notified) Report (PCN AJK-4D2).

(5) Daily Transaction Register Report (PCN AJK-6M1).

(6) Data Loaded to Transaction Input File Report (PCN AJK-752).

(7) Data Sent to On-line Dining Facilities Report (PCN AJK-753).

(8) Shopping List Retrieval Report - EOD (PCN AJK-XQ1).

(9) Shopping List Retrieval - Error Report (PCN AJK-XQ2).

(10) Status Records Deleted from the Document History Input File Report (PCN AJK-YE1).

(11) Document History Manager Referral List Report (PCN AJK-YM1).

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- (12) Document History Manager Daily Activity Report (PCN AJK-YN1).
- (13) Document History Daily Activity Report (PCN AJK-YP1).
- (14) DSCP to TISA Report - TISA Status Records (PCN AJK-YV1).
- (15) DSCP to TISA Report - Non TISA Status Records (PCN AJK-YV2).
- (16) Direct Vendor Delivery Missed Requirements Report (PCN AJK-Z11).
- (17) Direct Vendor Delivery Open Expired Obligations Report (PCN AJK-Z12).
- (18) Purged Records from Obligation Estimate File Report (PCN AJK-ZG1).
- (19) Purged Records from Customer Order File Report (PCN AJK-ZG2).
- (20) Purged Records from Vendor Order File Report (PCN AJK-ZG3).
- (21) Obligation Estimate Exception Report (PCN AJK-ZG4).
- (22) Customer Order Exception Report (PCN AJK-ZG5).
- (23) Vendor Order Exception Report (PCN AJK-ZG6).
- (24) DVD Transaction Error Listing - DFO to TISA Report (PCN AJK-ZO1).
- (25) DVD Requirements - DFO to TISA Report (PCN AJK-ZO2).
- (26) Master Item File Negative Balance Report (PCN AJK-981).
- (27) Recipe Number Exception List (PCN AJK-GV1).
- (28) Report of Recipe Not-In-Stock Summary (PCN AJK-GV2).
- (29) Report of Recipe Cost Which Exceeds Limits (PCN AJK-GV3).

b. See appendix C for examples of these reports. When the end-of-day run is complete, you can get these reports from the SA.

c. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

- (1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep these reports on file until you print new ones. Destroy the old reports when you no longer need them.

11.4 End of Month Batch Process. The SA is responsible for scheduling and running the End of Month Batch process. This is done each month (not before the 25th) to perform database file updates; create output transactions for the TISA, DFOs, ODS/STANFINS, and DISMS; and read in transactions from the TISA, DFOs, and DISMS.

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11.4.1 Processing Restrictions.

a. All users must log off before the SA starts this process. The SA must coordinate the end-of-month run schedule with all users. If a run is scheduled earlier or later than the coordinated time, the SA must contact all users.

b. Before the SA can start the end-of-month run, the steps listed below must be completed.

c. Before the last working day of the month, complete the following steps:

(1) Make sure that the previous month's VRGC is closed.

(2) Add next month's issue frequency schedule. The schedule should be completed by the 15th day of the current month. See paragraph 7.6 for processing instructions.

(3) Update Non-STORES item prices using the MIF Modify Item process (para 7.2.5) to enter new prices from the C 8900PL. Ask the SA to print the Master Item File Report (PCN AJK-MIF) and compare it to the C 8900PL to verify that all price changes are posted.

(4) Enter next month's BDFA. See paragraph 7.3 for processing instructions.

(5) Enter next month's DVD obligations (if necessary). See paragraph 5.2.9 for processing instructions.

(6) When the current DVD vendor contract expires, add the new vendor contract information and items (if necessary). See paragraph 7.5.4 for processing instructions.

d. When all these steps are complete, contact the SA and have him/her run the End of Day and End of Month Batch processes.

11.4.2 Outputs.

a. The following reports are printed during the End of Month process: Inventory Adjustment Monetary Account - Perishable Report (PCN AJK-4P1), Inventory Adjustment Monetary Account - Semiperishable Report (PCN AJK-4P2), and the Monthly Transaction Register Report (PCN AJK-6N1).

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your reports:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep these reports on file until you print new ones. Destroy the old reports when you no longer need them.

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11.5 AFMIS Internal Communications Subfunction. Use this subfunction to send transactions to on-line dining facilities and load data received from them to the TISA files.

11.5.1 Processing Restrictions. On-line dining facilities must be listed on the Customer Information File (CIF) to run this subfunction.

11.5.2 Processing Materials. None.

11.5.3 AFMIS Internal Communications Command Menu Screen AJK-873. To begin the AFMIS Internal Communications subfunction, select C from the TISA Batch Processes Command Menu. The AFMIS Internal Communications Command Menu (fig. 11.5-1) is displayed.

AFMIS INTERNAL COMMUNICATIONS COMMAND OPTIONS: S L R X		
SEND DATA TO ON-LINE DINING FACILITIES.		
DATE: 15 JUN 92 AFMIS INTERNAL COMMUNICATIONS COMMAND MENU AJK-873		
OPTION CODE	DESCRIPTION	
S	SEND DATA TO ON-LINE DINING FACILITIES	
L	LOAD DATA RECEIVED FROM ON-LINE DINING FACILITIES	
R	RETURN TO TISA BATCH PROCESSES COMMAND MENU	
X	EXIT FROM TISA PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 11.5-1. AFMIS Internal Communications Command Menu Screen (AJK-873).

NOTE: Processing options for AFMIS Internal Communications are replaced by the End of Day Batch process.

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11.5.3.1 Send Data to On-line Dining Facilities Option. Select S to send data to on-line dining facilities. The TISA Batch Processes Warning Screen (fig. 11.5-2) is displayed. Select one of the following options and press [ENTER]:

```

#      #      #      #####      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #####      #      #      #      #      #      #      #      #
#      #      #      #####      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #
#      #      #      #      #      #      #      #      #      #      #      #      #
##     ##     #      #      #      #      #      #      #      #      #      #      #      #

#####
#      THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.      #
#      IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT  #
#      THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE #
#      TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS #
#      #PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.      #
#      PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM. #
#####
      OPTION              OPTION DESCRIPTION

          1              CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
          2              CANCEL THE EXECUTION OF THE CHOSEN PROCESS.

                        ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

                        OPTION:      1
    
```

Figure 11.5-2. TISA Batch Processes Warning Screen

NOTE: Transactions (TOT) can only be sent to on-line dining facilities once a day.

a. Select 1 and the message: **BEGINNING COMMUNICATIONS . . . PLEASE WAIT** is displayed. The system gathers transactions on the TOT that are not transmitted, and sorts them by dining facility number. Then, they are sent to the appropriate dining facility files.

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(1) A series of messages is displayed during this process. If an error occurs during the run, notify the SA and restart the process.

(2) When the process is complete, this message is displayed: **DATA SUCCESSFULLY TRANSFERRED TO ON-LINE DINING FACILITIES!** Then, the AFMIS Internal Communications Command Menu is displayed.

b. Select 2 and processing ends. The AFMIS Internal Communications Command Menu is displayed.

11.5.3.2 Load Data Received From On-Line Dining Facilities Option. Select L to load data from the dining facilities. The TISA Batch Processes Warning Screen (fig. 11.5-3) is displayed. Select one of the following options and press [ENTER]:

#	#	#	####	#	#	###	#	#	####	###	###
#	#	#	#	#	#	#	#	#	#	#	###
#	#	#	#	#	#	#	#	#	#	#	###
#	#	#	#	#	#####	#	#	#	#	#	###
#	#	#	#####	#	#	#	#	#	#	###	#
#	#	#	#	#	#	#	#	#	#	#	#
#	#	#	#	#	#	#	#	#	#	#	###
#	#	#	#	#	#	#	#	#	#	#	###
##	##	#	#	#	#	#	###	#	#	####	###

#####	
#	THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.
#	IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT
#	THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE
#	TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS
#	#PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.
#	PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM.
#####	
OPTION	OPTION DESCRIPTION
1	CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
2	CANCEL THE EXECUTION OF THE CHOSEN PROCESS.
ENTER THE OPTION DESIRED AND DEPRESS <ENTER>	
OPTION:	1

Figure 11.5-3. TISA Batch Processes Warning Screen

a. Select 1 and the message: **BEGINNING LOAD PROCESS . . . PLEASE WAIT!** is displayed. The system gathers data submitted by the dining facilities and loads it to TISA files.

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(1) A series of messages is displayed during this process. If an error occurs during the run, notify the SA and restart the process.

(2) When the process is complete, an information message is displayed. Then, the AFMIS Internal Communications Command Menu is displayed.

OR

(3) When no data is submitted by the dining facilities, the messages: **NO DATA RECEIVED FROM ON-LINE DINING FACILITIES**, and **NO DATA LOADED !** are displayed. Then, the AFMIS Internal Communications Command Menu is displayed.

b. Select 2 and processing ends. The AFMIS Internal Communications Command Menu is displayed.

11.5.4 Outputs.

a. The Transaction Error Listing - DFO to TISA Report (PCN AJK-1F1) and the Data Loaded to Transaction Input File Report (PCN AJK-752) are printed during this process. See appendix C for examples of these reports.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18d, TISA Reports (2-year file).

(2) Cut off this file at the end of the fiscal year. Keep these reports on file until you print new ones. Destroy the old reports when you no longer need them.

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SECTION 12. TISA STORES NT OPERATING INSTRUCTIONS

12.1 General.

On-line customers create and update shopping lists in the same manner as in the past. Orders for off-line customers coded on the CIF for STORES NT support are created through the TISA Other Issues process. The TISA creates and modifies issue documents for customers not authorized STORES NT support as in the past; however, there are new steps in the STORES NT ordering process.

NOTES:

1. In this section, references to Subsistence Prime Vendor Interpreter (SPVI) mean the STORES NT Local Access Point (LAP). Some data entry screens in AFMIS still contain the acronym SPVI.

2. Financial transactions are no longer transmitted to STARFIARS. With the implementation of the Single Stock Fund (SSF), all financial transactions are processed to ODS (CONUS) and STANFINS (OCONUS). Any referral to STARFIARS on the AFMIS screens refers to STANFINS.

12.1.1 STORES NT Changes in Ordering Procedures.

a. Step 1, Create Vendor Order process. This process permits the operator to create the vendor order for a required delivery date and select the shopping list date(s) that are to be included in the order. Processing instructions are at paragraph 12.2.1.

b. Step 2, Pre-Order Check process. PCN AJK-AH4, AFMIS-SPVI Pre-Order Check listing will be generated. The listing provides by Customer ID, all Stock Numbers which do not match the SPVI Catalog. Obtain these items from warehouse stocks or an alternate source, e.g., local procurement or, if possible, substitute items that are on the MIF and the SPVI Catalog. SPVI Catalog additions must be coordinated through DSCP if you want the item added. If the item is not to be added to the SPVI catalog consider changing the source code to other than a STORES NT source code through the TISA MIF file maintenance process. The Pre-Order Check process is explained in paragraph 12.2.8.5.

c. Step 3, Adjust Vendor Order process. This process is used to make changes requested by the customer, changes required to reduce warehouse stocks, substitutions for items listed on the AFMIS-SPVI Pre-Order Check listing, or any other changes to the order. The Adjust Vendor Order process is explained in paragraph 12.2.2.

d. Step 4, Confirm Vendor Order process. Only orders that have been confirmed by the TISA will be forwarded to the STORES NT vendors. The Confirm Vendor Order process is explained in paragraph 12.3.2.3.

e. Step 5, Send PV Data To STARFIARS/SPVI. This process should be run each day that STORES NT information needs to be sent to either STARFIARS or the STORES NT LAP. It MUST be run prior to the end of day, but as late in the day as possible since IT SHOULD NOT

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BE RUN more than one time on any day. This process passes all receipts and confirmed orders to the STORES NT LAP, and financial information to STANFINS. See paragraph 12.2.7 for more details on this process.

12.1.2 AFMIS TISA Changes.

12.1.2.1 Changes in Requisition Subfunction.

a. The Create Candidate Requisitions, Review and Adjust Candidate Requisitions, and Release Requisitions processes are no longer used.

b. The Create Special Items Requisition process will be used to order all STORES NT Source Code items not supplied by the STORES NT Vendors. The vendors may not stock items you must order from DSCP or from a local source of supply. For example, the vendor may not stock operational rations. **Remember**, only those items on the STORES NT Catalog can be ordered from STORES NT vendors. To order items not stocked by the vendors, use the TISA Create Post-Post Requisition process.

12.1.2.2 Changes in Flag Customer Account for Closing Process.

The Flag Customer Accounts for Closing process has been modified to detect unreceipted STORES NT orders that have an RDD within the month being closed. This prevents the account from being flagged if any are detected.

12.1.2.3 Changes When Adding STORES NT Customers to CIF.

a. When a new STORES NT customer is to be added to the CIF the following must be done.

(1) Notify your DSCP Account Manager to add the new customer to the STORES NT contract.

(2) Notify your DSCP Account Manager to add the new customer's MILSTRIP profile to the DSCP STORES NT computer.

b. Once the DSCP Account Manager confirms 12.1.2.3 a. (1) and (2) have been accomplished, add the customer to the CIF with (PV) at the end of their name.

c. All customers who receive support directly from the STORES NT Vendors must have a MILSTRIP Profile entered in the SPVI after they have been added to the CIF. The MILSTRIP profile identifies the customer as a STORES NT Customer and provides the STORES NT Vendors delivery and billing information. Call the DSCP STORES NT Help Desk, 1-800-655-7928, for assistance in entering the MILSTRIP profile on the STORES NT LAP. Have a copy of the Installation CIF that is printed after the new customer(s) have been added to the CIF when you call.

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d. When entering the MILSTRIP Profile, the TISA or Branch TISA DODAAC will be entered in the bill to/base field, and the customer's activity code from the CIF will be entered in the ship to/bldg field. Other information from the CIF will also be entered.

NOTE: All TISA Customer's on the CIF that have (PV) at the end of the Customer Name field must have a MILSTRIP profile. The TISA WAREHOUSE (PV) must have two (2) MILSTRIP Profiles entered on the STORES NT LAP. (See Paragraph 2.2.3.1) Orders from AFMIS for Customer ID's not recorded on the STORES NT LAP MILSTRIP profile reject to the SPVI DOS "ORDERRS.TXT" file. If the TISA supports a Branch TISA the Branch TISA Warehouse (PV) will also require 2 MILSTRIP Profiles.

12.1.2.4 Changes in Issue Frequency File Processing.

a. Due to order date pricing, unless absolutely necessary, do not set the submission date more than 7 days before the issue date. This will ensure the dining facilities can take advantage of order date pricing. If the submission date is more than six days before the issue date, the dining facilities will pay the prices in effect when the order is received.

NOTE: The normal price hold days is 6. If the price hold days is more or less than 6 the submission date should not be set more than the price hold days value plus one day prior to the issue date. Price hold days value can be seen by selecting option J, Maintain Prime Vendor Files, then option C, Order Data.

12.1.2.5 Changes in the Delivery Frequency File Process.

The Delivery Frequency File process is no longer needed as perishable subsistence is delivered by STORES NT vendors, not DSCP.

12.1.2.6 Changes in Ordering.

a. On-line customers will enter shopping lists the same as always. The only change is the issue date becomes the RDD, which is the date STORES NT vendors will make delivery.

b. Operational rations are ordered through the Other Issues process.

NOTE: Due to order date pricing, try not to confirm orders for the non- STORES NT customers or warehouse more than 6 days before the issue date (RDD). This will take advantage of order date pricing. See note at paragraph 12.1.2.4 reference price hold days.

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c. The PV Create Orders process creates warehouse orders from all non STORES NT customer issue documents. After the orders have been confirmed, when the Send PV Data To STARFIARS/SPVI process is executed, items with a perishability code of “P” will be ordered from the STORES NT vendors for delivery to the perishable warehouse, and items with a perishability code of “S” will be ordered for delivery to the semi-perishable warehouse.

d. Non STORES NT Items ordered from DSCP (example operational rations) and local purchase items **will** be ordered using the **AFMIS** Create Post-Post Requisitions process.

<p>NOTE: AFMIS assigns a separate document number for each item ordered for each customer for each RDD.</p>
--

12.1.2.7 Changes in Master Item File Maintenance.

When performing MIF file maintenance you will no longer be able to change the Unit of Issue or price for items supplied by STORES NT vendors. The data for these fields will come from the weekly price updates provided from DSCP for STORES NT items. Additionally, when adding items to the MIF that are on the STORES NT catalog the STORES NT information is displayed. All STORES NT data except Unit of Issue and price can be changed.

12.1.2.8 New Login Menu.

When you login to AFMIS TISA, the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-920, (fig. 12.1-1) is displayed. Use this screen to access the TISA Command Menu or the Prime Vendor Command Menu. The options on the TISA Command Menu are the same; however the Exit option will return you to the AFMIS Command Menu (TISA/Prime Vendor) instead of the Login prompt.

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```
AFMIS:  A  B  X
Press B to go to the Prime Vendor Command Menu.

DATE: 09 Jan 95          AFMIS COMMAND MENU (TISA/PRIME VENDOR)  AJK-920

                        OPTION CODE  RING MENU SELECTION OPTIONS

                        A            TISA COMMAND MENU

                        B            PRIME VENDOR COMMAND MENU

                        X            EXIT

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 12.1-1. AFMIS Command Menu Screen (AJK-920).

12.2 TISA STORES NT.

To begin TISA STORES NT processing, highlight Option B from the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-920 (fig. 12.1-1), press [ENTER] and the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 (fig 12.2-1) is displayed. Use this screen to access the STORES NT functions. There are 10 subfunction options, and Return and Exit Options.

```
PRIME VENDOR:  A  B  C  D  E  F  G  H  I  J  R  X
Press A to create vendor orders.

DATE: 06 May 1997          AFMIS COMMAND MENU (TISA/PRIME VENDOR)          AJK-921

OPTION CODE      DESCRIPTION          OPTION CODE      DESCRIPTION

A - CREATE VENDOR ORDER              G - SEND PV DATA TO STARFIARS/SPVI

B - ADJUST VENDOR ORDER              H - LOAD/COMPARE SPVI CATALOG

C - CONFIRM VENDOR ORDER              I - PRINT WAREHOUSE INVENTORY
                                         STATUS REPORT

D - PROCESS CUSTOMER RECEIPT          J - MAINTAIN PRIME VENDOR FILES

E - REVERSE CUSTOMER RECEIPT          R - RETURN

F - PERFORM INQUIRY                  X - EXIT

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:
```

Figure 12.2-1. AFMIS Command Menu (TISA/Prime Vendor) Screen (AJK-921).

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12.2.1 Create Vendor Order.

a. Highlight Option A from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Create Vendor Order Screen AJK-930 (fig. 12.2-2) is displayed. The cursor is in the Vendor ID field. Use this screen to create orders for delivery by each STORES NT Vendor. After the vendor ID is entered, the vendor name, lead time and delivery schedule is displayed and the cursor moves to the Required Delivery Date field. Enter the required delivery date and the cursor moves to the Include Shopping Lists From: [][][] Thru [][][] field. Enter the from and thru dates that are to be included in the order. Press [ESC] when done.

NOTES:

1. The system will permit entry of virtually any date in the date fields. (The exception is the RDD which must be greater than the current date.) However, messages will appear when the date entered does not fall within the expected parameters. When one of the messages appear double check your entry to ensure it is correct.
2. You can create additional orders for an RDD using screen AJK-930.

```
[
DATE: [11 Jan 98]                                PRIME VENDOR                                AJK-930
              CREATE VENDOR ORDER

VENDOR ID: [ž      ]      VENDOR NAME: [                                ]
              ORDER LEAD TIME (IN DAYS): [  ]

SCHEDULED DELIVERY DAYS (NEXT 15 DAYS):
[          ][ ][          ][ ][          ][ ][          ][ ][          ][ ][
[          ][ ][          ][ ][          ][ ][          ][ ][          ][ ][
[          ][ ][          ][ ][          ][ ][          ][ ][          ][ ][
AN '*' NEXT TO A DELIVERY DAY INDICATES THAT VENDOR ORDER HAS BEEN CREATED

REQUIRED DELIVERY DATE:      [ ][ ][ ][ ]
                              DD  MMM  YY

INCLUDE SHOPPING LISTS FROM: [ ][ ][ ][ ] THRU [ ][ ][ ][ ]
                              DD  MMM  YY          DD  MMM  YY

[ ] DEPRESS ESCAPE KEY TO CONFIRM ENTRIES
Enter the Vendor ID and press <[ENTER]>
```

Figure 12.2-2. Prime Vendor Create Vendor Order Screen (AJK-930).

b. The Prime Vendor Create Vendor Order Screen AJK-931 (fig. 12.2-3) is displayed when [ESC] is pressed on screen AJK-930. This screen is used to select the shopping lists to be included in the STORES NT order being created. Required entries are Y or N next to each Activity code. Shopping lists that are not included can be included on subsequent orders if desired.

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```
[
DATE: [11 Jan 98]                                PRIME VENDOR                                AJK-931
CREATE VENDOR ORDER

VENDOR ID [PV1111]    REQUIRED DELIVERY DATE [14 Jan 98]

ACTIVITY      ISSUE      TYPE  INCLUDE      ACTIVITY      ISSUE      TYPE  INCLUDE
CODE          DATE       ISSUE   Y/N         CODE          DATE       ISSUE   Y/N
[000104 ] [01/12/1998 ] [A]    [Y]        [000115 ] [01/12/1998 ] [R]    [Y]
[000145 ] [01/12/1998 ] [R]    [Y]        [000159 ] [01/12/1998 ] [R]    [Y]
[000159 ] [01/14/1998 ] [R]    [Y]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
[           ] [           ] [ ]    [ ]        [           ] [           ] [ ]    [ ]
PRESS <[ESC]> AFTER MARKING SHOPPING LISTS TO INCLUDE IN ORDER
TO SAVE VENDOR ORDER, ENTER 'Y' AND PRESS <[ESC]>: [ ]
Enter 'Y' to include issue or 'N' to exclude issue and press <[ENTER]>
```

Figure 12.2-3. Prime Vendor Create Vendor Order Screen (AJK-931).

NOTE: Selected shopping lists for customers authorized STORES NT support create separate orders to the STORES NT vendor. Selected shopping lists for customers not authorized STORES NT support are rolled into the warehouse order sent to the STORES NT vendor.

c. The output from this process is a Prime Vendor Order Report PCN: AJK-AR1 for each STORES NT Customer. A copy of the report is at Appendix C.

12.2.2 Adjust Vendor Order.

- a. This process is used to adjust customer and warehouse orders. Items can be added to or deleted from the orders to reduce warehouse stocks. Highlight Option B from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Adjust Vendor Order Screen AJK-910 (fig. 12.2-4) is displayed. The cursor is in the Vendor ID field. Enter the listed information for the order to be adjusted. All fields are required entries. Use this screen to Adjust orders that have been created but not released. The Prime Vendor Order Reports produced in the create vendor order process provide the data needed.

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[DATE: [11 Jan 98]			PRIME VENDOR ADJUST VENDOR ORDER			AJK-910]		
VENDOR ID:			[]					
CUSTOMER ID:			[]					
REQUIRED DELIVERY DATE:			[] [] []					
			DD MM YY					
[] DEPRESS ESCAPE KEY TO CONFIRM ENTRIES OR DEL TO INTERRUPT								
Enter the Vendor Id and press <[ENTER]>								

Figure 12.2-4. Prime Vendor Adjust Vendor Order Screen (AJK-910).

b. When [ESC] is pressed on Screen AJK 910, the Adjust Vendor Order Screen AJK-911 (fig. 12.2-5) for customer orders or AJK-913 (fig 12.2.5A) for warehouse orders is displayed.

(1) Screen AJK-911. The cursor is in the vendor order quantity field for the first item. The vendor order quantity can be increased, decreased or left unchanged. If the item is on hand in the warehouse all or part of the vendor order quantity can be entered in the warehouse issue column to reduce the warehouse stocks. The vendor order quantity should be reduced by the amount entered in the warehouse issue column or the customer will receive more than requested. Press [ESC] when finished and the Adjust Vendor Order ring menu is displayed (fig 12.2.5B). The Adjust Vendor Order Ring Menu has options to add items, modify items, and write the order. As with receipts, changes made to an order in the Adjust process are not saved until write is selected from the Adjust Vendor Order Ring Menu. Orders can not be adjusted once they have been confirmed.

(2) Screen AJK-913. The cursor is in the order quantity field for the first item. The order quantity can be increased, decreased or left unchanged. If the item is on hand in the warehouse all or part of the order quantity can be reduced to permit reduction of warehouse stocks. Press [ESC] when finished and the Adjust Vendor Order ring menu is displayed (fig 12.2.5b). The Adjust Vendor Order Ring Menu has options to add items, modify items, and write the order. As with receipts, changes made to an order in the Adjust process are not saved until write is selected from the Adjust Vendor Order Ring Menu. Orders can not be adjusted once they have been confirmed.

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DATE: 11 Jan 98		PRIME VENDOR		AJK-911	
ADJUST VENDOR ORDER					
VENDOR ID: PV0001		VENDOR NAME: SP030097D3000			
CUSTOMER ID: 000106		RDD:		14 Jan 98	
CUSTOMER NAME: QUAD E (PV)					
-----QUANTITIES-----					
TIIN	ITEM NAME	UI	CUSTOMER ORDER	VENDOR ORDER	WAREHOUSE ISSUE
177 - 5017	BEEF STEW DICED	LB	126	126	0
753 - 6568	PORK LOIN ROAST	LB	168	168	0
017 - 2786	PORK SAUSAGE PATTY	LB	105	105	0
126 - 4060	FRT CN APPLE SL #10	CN	25	25	0
241 - 2800	JCE ORANGE #3	CN	114	114	0
616 - 4820	VEG CN BEANS GREEN #10	CN	34	34	0
926 - 6793	VEG CN BEANS KIDNEY #10	CN	17	17	0
WHEN FINISHED ENTERING THE DATA DEPRESS <ESCAPE>					
Enter the new adjusted quantity and Press <[ENTER]>					

Figure 12.2-5. Prime Vendor Adjust Vendor Order Screen (AJK-911).

NOTE: During the initial period of STORES NT support warehouse stocks need to be drawn down. Print the Warehouse Inventory Status Report, PCN: AJK-AI1, each day after the STORES NT order is created. The projection date for the report should be the RDD of the orders created.

DATE: 11 Jan 98		PRIME VENDOR		AJK-913	
ADJUST WAREHOUSE ORDER					
VENDOR ID: PV0001		VENDOR NAME: SP030097D3000			
CUSTOMER ID: TISAWH		RDD:		14 Jan 98	
CUSTOMER NAME: TISA WAREHOUSE (PV)					
TIIN	ITEM NAME	UI	ORDER QUANTITY		
177 - 5017	BEEF STEW DICED	LB	126		
753 - 6568	PORK LOIN ROAST	LB	168		
017 - 2786	PORK SAUSAGE PATTY	LB	105		
126 - 4060	FRT CN APPLE SL #10	CN	25		
241 - 2800	JCE ORANGE #3	CN	114		
616 - 4820	VEG CN BEANS GREEN #10	CN	34		
926 - 6793	VEG CN BEANS KIDNEY #10	CN	17		
WHEN FINISHED ENTERING THE DATA DEPRESS <ESCAPE>					
Enter the new adjusted quantity and Press <[ENTER]>					

Figure 12.2-5A. Prime Vendor Adjust Warehouse Order Screen (AJK-913).

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c. When [ESC] is pressed on the Adjust Vendor Order Screen AJK-911 (fig. 12.2-5) for customer orders or the Adjust Warehouse Order Screen AJK-913 (fig 12.2.5A) for warehouse orders the Adjust Vendor Order Ring Menu (fig 12.2.5B) is displayed. This ring menu permits you to Add items by selecting Add, adjust the order again by selecting Modify, save changes made by selecting Write, Return to the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1), or Exit from Prime Vendor processing.

```
ADJUST VENDOR ORDER:  Add  Modify  Write  Return  eXit
Add items to this order.
```

Figure 12.2-5B. Prime Vendor Adjust Vendor Order Screen (AJK-910).

NOTE: Remember, unless you select Write from this menu, changes made to the order will not be saved.

d. The output from this process is the Prime Vendor Order Report (Adjustment) PCN: AJK-AJ1. This process will also output the DA Form 3161 Facsimile Shopping List Report PCN: AJK-X01, if changes were made to the WAREHOUSE ISSUE column of screen AJK-911. See Appendix C for a copy of the Prime Vendor Order Report (Adjustment) and the DA Form 3161 Facsimile Shopping List Report.

12.2.3 Confirm Vendor Order.

a. This process confirms the vendor orders for the entered RDD. Orders can not be adjusted once they are confirmed. Highlight Option C from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Confirm Vendor Order Screen AJK-923 (fig. 12.2-6) is displayed. The cursor is in the Select Field. Enter an X in the select field for each vendor you wish to confirm orders. This process can be run as often as desired. Once this process is run, the orders are available to be picked up by the Send PV Data to STARFIARS/SPVI process. If there are no orders on file the message "THERE ARE NO OPEN ORDERS ON FILE. PRESS [ENTER]." appears at the bottom of the screen.

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DATE: 13 Jan 98		PRIME VENDOR	AJK-923
CONFIRM PRIME VENDOR ORDERS			
VENDOR ID	VENDOR NAME	RDD	SELECT
PV0001	SP030097D3000	14 Jan 98	█
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES			
Type X to confirm order.			

Figure 12.2-6. Prime Vendor Confirm Vendor Order Screen (AJK-923).

12.2.4 Process Customer Receipt.

Items received from the STORES NT vendors into the TISA warehouse must be receipted for through the Process Customer Receipt process. When items are receipted to the warehouse customer (TISAWH), the AFMIS warehouse balances for those items are incremented, and the receipts are posted to the AFMIS Voucher Register and General Control (VRGC) and transaction register. If the order date and the RDD are within 6 days of each other, the price in effect on the order date is paid. See note at paragraph 12.1.2.4 reference price hold days. When this happens, if there is a difference between the price when the item is ordered, and when it is received, either a ZMS or ZMT is written to the SIF for the difference.

NOTE: All receipts not received from the STORES NT vendors must be receipted using the AFMIS TISA receipt procedures. These receipts would be from DSCP, BPA vendors, or other local purchase sources.

a. Some items may be received in the warehouse, from the STORES NT vendors, for issue to off-line customers. If the STORES NT vendors deliver only in case-lot quantities and the customer requires smaller quantities, the warehouse balance will build up. The excess must be issued to other customers. The Adjust Vendor Order process is used to reduce the stockage of these items.

b. Items delivered to a customer by STORES NT vendors must also be receipted through the Process Customer Receipt process. For these items, the receipts and issues are processed simultaneously. Financial and inventory postings are the same as under AFMIS; however, since the items are not part of the TISA inventory, the receipts and issues are not posted to the TISA VRGC, MIF BOH, or transaction register. If the order date and the RDD are within 6 days of each other, the price in effect on the order date is paid. . See note at paragraph 12.1.2.4 reference

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price hold days. If there is a difference between the price when the item is ordered and when it is received, either a ZMS or ZMT is written to the SIF for the difference.

c. To receipt vendor orders for STORES NT customers. Highlight Option D from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Receipt Order Identify Receipt Screen AJK-900 (fig. 12.2-7) is displayed.

[DATE: [12 Jan 98]	RECEIPT ORDERS IDENTIFY [] RECEIPT	AJK-900]
Enter the Customer ID and the RDD for the order to be receipted.		
CUSTOMER ID: [■]		
REQUIRED DELIVERY DATE: [] [] [] DD MMM YY		
VENDOR ID: []		
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES		
Enter the Customer Id and depress <[ENTER]>		

Figure 12.2-7. Receipt Orders Identify Receipt Screen (AJK-900).

12.2.4.1 Receipt Orders Identify Receipt Screen AJK-900.

Use this screen to select the customer, RDD and vendor order you wish to process as a receipt. Receipts cannot be processed until the RDD.

a. The cursor is positioned in the Customer ID field. Enter the Customer ID for the order you wish to receipt, press [ENTER], and the cursor moves to the Required Delivery Date field.

b. Enter the RDD for the order in DD MMYYY format and press [ENTER]. Enter the Vendor ID for the vendor to be receipted OR press [[ENTER]] and select from a list of unreceipted orders.

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c. Review your entries and press [ESC] to confirm your entries. The Receipts Orders, Receipt Items Screen AJK-902 (fig 12.2-8) is displayed if the order already exists, i.e., it was created in AFMIS. If the order does not exist, i.e., it was not created in AFMIS, or if it has already been receipted the Receipt Orders, Add Items To Prime Vendor Receipts Screen AJK-903 is displayed.

12.2.4.2 Process STORES NT Receipts for Orders Created in AFMIS.

Use the Receipt Orders, Receipt Items Screen AJK-902 to process receipts delivered by the selected vendor. The TIIN, Item Name, UI, Price, Quantity Ordered, and Quantity Received can be viewed for all items ordered. The quantities actually received must be entered for the items if different than the quantity ordered. The system automatically enters the quantity received the same as the quantity ordered. Items can also be added to the receipt from this screen. The receipt can be modified provided it has not been written to the receipt file. Once you reach this screen you must either write the receipt or discard the work you have done.

DATE: 12 Jan 98		RECEIPT ORDERS				AJK-902																																											
		RECEIPT		ITEMS																																													
<p>Modify the quantity received or enter zero for items not received. Items may be added to the receipt after this screen has been completed.</p>																																																	
VENDOR ID: DSO001		VENDOR NAME: DEFENSE SUBSISTENCE OFFICE																																															
CUSTOMER ID: 000106				RDD: 12 Jan 98																																													
CUSTOMER NAME: QUAD E (PV)				PERISHABILITY: ALL																																													
<table border="0" style="width: 100%;"> <tr> <th align="left">TIIN</th> <th align="left">ITEM NAME</th> <th align="left">UI</th> <th align="left">PRICE</th> <th align="left">QTY ORD</th> <th align="left">QTY RCVD</th> </tr> <tr> <td>407-5731</td> <td>BROCCOLI, FRESH, CROWNS,</td> <td>LB</td> <td>\$.72</td> <td>40</td> <td>40</td> </tr> <tr> <td>088-8749</td> <td>FRT FRSH APPLE RED</td> <td>LB</td> <td>.59</td> <td>1</td> <td>1</td> </tr> <tr> <td>126-8748</td> <td>FRT FRSH BANANAS</td> <td>LB</td> <td>.42</td> <td>13</td> <td>13</td> </tr> <tr> <td>616-0198</td> <td>FRT FRSH GRAPEFRUIT</td> <td>LB</td> <td>.50</td> <td>1</td> <td>1</td> </tr> <tr> <td>582-4071</td> <td>FRT FRSH LEMON</td> <td>LB</td> <td>1.14</td> <td>6</td> <td>6</td> </tr> <tr> <td>126-8804</td> <td>FRT FRSH ORANGES</td> <td>LB</td> <td>.49</td> <td>1</td> <td>1</td> </tr> </table>								TIIN	ITEM NAME	UI	PRICE	QTY ORD	QTY RCVD	407-5731	BROCCOLI, FRESH, CROWNS,	LB	\$.72	40	40	088-8749	FRT FRSH APPLE RED	LB	.59	1	1	126-8748	FRT FRSH BANANAS	LB	.42	13	13	616-0198	FRT FRSH GRAPEFRUIT	LB	.50	1	1	582-4071	FRT FRSH LEMON	LB	1.14	6	6	126-8804	FRT FRSH ORANGES	LB	.49	1	1
TIIN	ITEM NAME	UI	PRICE	QTY ORD	QTY RCVD																																												
407-5731	BROCCOLI, FRESH, CROWNS,	LB	\$.72	40	40																																												
088-8749	FRT FRSH APPLE RED	LB	.59	1	1																																												
126-8748	FRT FRSH BANANAS	LB	.42	13	13																																												
616-0198	FRT FRSH GRAPEFRUIT	LB	.50	1	1																																												
582-4071	FRT FRSH LEMON	LB	1.14	6	6																																												
126-8804	FRT FRSH ORANGES	LB	.49	1	1																																												
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES																																																	
Enter the quantity received from the vendor.																																																	

Figure 12.2-8. Receipt Orders Receipt Items Screen (AJK-902).

12.2.4.2.1 Receipt Items Screen AJK-902.

a. Modify the quantity received or enter a zero for items not received. If the Quantity ordered and Quantity Received are the same, no modification is required.

b. After the review of the receipt has been completed, press [ESC], and the Create Customer Receipt Ring Menu is displayed at the top of the Screen AJK-902.

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12.2.4.2.2 Create Customer Receipt Ring Menu.

CREATE CUSTOMER RECEIPT: Add Modify Write Return eXit Add items to this receipt.

Figure 12.2-9. Create Customer Receipt Ring Menu Screen.

a. The options on this menu are described below:

(1) Select Add from the Ring Menu to add items received from the STORES NT vendor on the RDD which were not on the original order.

NOTE: Items added to the receipt will be received at current price, not order price.

(2) Select Modify from the Ring Menu to make further changes to received quantities on screen AJK-902.

(3) Select Write from the Ring Menu to finalize the receipt. When the receipt is finalized, it can not be changed except through the receipt reversal process. When Write is selected, the receipt is written and the system produces the Prime Vendor Receipt Report, PCN: AJK-AF1. See Appendix C for a sample of the report.

(4) Select Return from the Ring Menu to discontinue receipt processing, and the AFMIS Command Menu (TISA/Prime Vendor) screen AJK-921 is redisplayed.

(5) Select eXit to return to the AFMIS login.

b. To add items to the receipt that was created in AFMIS, select ADD. The Add Items To Prime Vendor Receipts Screen AJK-903 (fig 12.2-10) is displayed.

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DATE: 09 Jan 98	RECEIPT ORDERS	AJK-903
ADD ITEMS TO PV RECEIPT		
Enter all TIINs which were received on the RDD by this customer that were not part of the original order.		
VENDOR ID: PV1111	VENDOR NAME: VENDOR NOT ON FILE	
CUSTOMER ID: BRDFAC	RDD: 09 Jan 98	
CUSTOMER NAME: BRANCH DFO (PV)	PERISHABILITY: ALL	
TIIN	ITEM NAME	UI PRICE QTY RCVD
-		\$
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES		
Enter the TIIN of the item received from the vendor.		

Figure 12.2-10. Add Items To Prime Vendor Receipts Screen (AJK-903).

(1) Enter each TIIN and quantity received from the vendor receipt. When the TIIN is entered, the Item Name, UI, and Price are displayed and the cursor moves to the Quantity Received field so you can enter the quantity received. When enter is pressed the cursor moves to the TIIN field so the next item can be entered.

NOTE: Items that are on the receipt can not be added unless the receipt has already been written. If the receipt has not been written additional quantities of an item have to be added through the modify process.

(2) When all items have been entered press [ESC] and the Create Customer Receipt Menu is displayed.

c. You can select any of the options on the menu. When you are sure the receipt is correct, select Write. When write is selected, the receipt is finalized, i.e. the database is updated, and a different Create Customer Receipt menu is displayed.

NOTE: After you select "Write" from the Create Customer Receipt Ring Menu, no more quantity changes can be made to the receipt, except through the receipt reversal process, and then not until after End of Day is run, but items can be added through the Add Items screen.

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12.2.4.2.3 Create Customer Receipt Ring Menu.

CREATE CUSTOMER RECEIPT: Create Another Return Receipt another customer's Prime Vendor Order

Figure 12.2-11. Create Customer Receipt Ring Menu (Create Another/Return).

- a. Select Create Another from the Ring Menu to start processing another STORES NT Order on the Receipt Orders Identify Receipt Screen AJK-900.
- b. Select Return from the Ring Menu and the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 is displayed.

12.2.4.3 Process STORES NT Receipts for Orders Not Created in AFMIS.

- a. Receipt STORES NT orders not created in AFMIS by entering the Customers ID and the date the order was received as the RDD on the Receipt Orders Identify Receipt Screen AJK-900 (fig. 12.2-11). When [ESC] is pressed the Receipt Orders, Add Items To PV Receipt Screen AJK-903 (fig. 12.2-12) is displayed. The processing is the same from this point as processing a receipt for an order created in AFMIS. The system can not display the items and quantities ordered, since there is no record of the order in the system.

12.2.5 Reverse Customer Receipt.

Use the Reverse Customer Receipt process to correct a STORES NT receipt entered incorrectly. The Reverse Customer Receipt process is available only through the AFMIS command Menu (TISA/Prime Vendor) menu. Reversals cannot be made through the DFO module. This process updates AFMIS inventory and STARFIARS financial records. Also, a D6U type transaction with a DIC of REV is created during the Send PV Data To STARFIARS/SPVI process and passed to DSCP for processing. Prime vendor receipts cannot be reversed until after they have been processed through the Send PV Data To STARFIARS/SPVI process. The Prime Vendor Receipt Reversal Issues Adjustment Report, PCN AJK-AY1 is produced from this process.

NOTE: If the RDD is more than 5 days prior to the reversal action you are supposed to process a ROD instead of using this process.

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a. Select Option E from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Prime Vendor Receipt Reversal Identify Prime Vendor Receipt Screen AJK-915 (fig. 12.2-12) is displayed. Enter the required data and press [ESC].

[]
DATE: [09 Jan 98]	PRIME VENDOR RECEIPT REVERSALS IDENTIFY PRIME VENDOR RECEIPT	AJK-915
Enter the Customer ID and the RDD for the receipt to be reversed.		
CUSTOMER ID: []		
REQUIRED DELIVERY DATE: [][][] DD MM YY		
VENDOR ID: []		
[] DEPRESS ESCAPE KEY TO CONFIRM ENTRIES		
Enter the Customer Id and depress <[ENTER]>		

Figure 12.2-12. Prime Vendor Receipt Reversal Identify Receipt Screen (AJK-915).

b. The cursor is positioned in the Customer ID field. Enter the Customer ID of the STORES NT receipt you wish to reverse and press [ENTER]. The cursor moves to the required delivery date field.

c. Enter the RDD for the receipt you wish to reverse.

d. When you finish your review, press [ESC] to confirm your entries. The Prime Vendor Receipt Reversals Screen AJK-916 (fig 12.2-13) is displayed.

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DATE: 15 Jan 95	PRIME VENDOR RECEIPT REVERSALS PRIME VENDOR RECEIPTS ITEMS	AJK-916																								
Modify the quantity received or enter zero for items not received																										
CUSTOMER ID:	YDF001	RDD: 14 Jan 95																								
CUSTOMER NAME:	DINING FAC P-9300 (PV)																									
<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">TIIN</th><th style="text-align: left;">ITEM NAME</th><th style="text-align: left;">UI</th><th style="text-align: left;">PRICE</th><th style="text-align: left;">RECEIPT QTY</th><th style="text-align: left;">ADJUSTED QTY</th></tr></thead><tbody><tr><td>126-8812</td><td>APPLES EATING FRESH</td><td>LB</td><td>\$.49</td><td>50</td><td>50</td></tr><tr><td>126-8748</td><td>BANANAS FRESH</td><td>LB</td><td>\$.34</td><td>50</td><td>50</td></tr><tr><td>125-8440</td><td>CHEESE CHEDDAR NAT CASE</td><td>LB</td><td>\$ 1.89</td><td>4</td><td>4</td></tr></tbody></table>			TIIN	ITEM NAME	UI	PRICE	RECEIPT QTY	ADJUSTED QTY	126-8812	APPLES EATING FRESH	LB	\$.49	50	50	126-8748	BANANAS FRESH	LB	\$.34	50	50	125-8440	CHEESE CHEDDAR NAT CASE	LB	\$ 1.89	4	4
TIIN	ITEM NAME	UI	PRICE	RECEIPT QTY	ADJUSTED QTY																					
126-8812	APPLES EATING FRESH	LB	\$.49	50	50																					
126-8748	BANANAS FRESH	LB	\$.34	50	50																					
125-8440	CHEESE CHEDDAR NAT CASE	LB	\$ 1.89	4	4																					
[]DEPRESS ESCAPE KEY TO CONFIRM ENTRIES																										
Enter the quantity received from the vendor.																										

Figure 12.2-13. Prime Vendor Receipt Reversals Screen (AJK-916).

- f. Make the necessary adjustments, in the Adjusted Qty field, on the Prime Vendor Receipt Reversals Prime Vendor Receipts Items screen.
- e. When all adjustments have been made press, [ESC] to confirm your entries. The Create Customer Receipt Ring Menu is displayed at the top of Screen AJK-916.

NOTES:

1. Prime vendor receipts cannot be reversed until after the Send PV Data To STARFIARS/SPVI process has been run.

2. Adjustments made in the Reverse Customer Receipts process are not finalized until Write is selected from the Create Customer Receipt Ring Menu.

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```
CREATE CUSTOMER RECEIPT :   Modify   Write   Return   eXit
Modify quantities of items received from the Vendor.

DATE:  15 Jan 95           PRIME VENDOR RECEIPT REVERSALS           AJK-916
                           PRIME VENDOR RECEIPTS ITEMS

      Modify the quantity received or enter zero for items not received

CUSTOMER ID:               YDF001                                RDD:  14 Jan 95
CUSTOMER NAME:             DINING FAC P-9300 (PV)

      TIIN      ITEM NAME      UI      PRICE      RECEIPT      ADJUSTED
      126-8812  APPLES EATING FRESH  LB      $ .49      50      47
      126-8748  BANANAS FRESH      LB      $ .34      50      49
      125-8440  CHEESE CHEDDAR NAT CASE  LB      $ 1.89      4      4

      []DEPRESS ESCAPE KEY TO CONFIRM ENTRIES

Enter the quantity received from the vendor.
```

Figure 12.2-14. Create Customer Receipt Ring Menu - (Reversals).

NOTE: In Figure 12.2-14, the quantities for the first two items were changed to match the quantities actually received as indicated on the receipt document from the vendor.

f. Select one of the following from the Create Customer Receipt Ring Menu:

- (1) Select Modify to make further changes to the receipt. When finished modifying, the Create Customer Receipt Ring Menu will be displayed.
- (2) Select Write to finalize the reversal. The appropriate transactions will be created to post inventory changes, VRGC (if applicable), STARFIARS financial records, and D6U type transactions with a DIC of REV to the SPVI. The Prime Vendor Receipt Reversal Issues Adjustment Report, PCN AJK-AY1 is also produced from this process when Write is selected. See Appendix C for an example of this report.
- (3) Select Return to discontinue reversal and redisplay the AFMIS Command Menu (TISA/PRIME VENDOR). All work done on the reversal will be lost.
- (4) Select eXit to discontinue the reversal Option and exit to the login. All work done on the reversal will be lost.

NOTE: Write must be selected from the Create Customer Receipt Ring Menu to finalize the changes made in the Reverse Customer Receipt Process.

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12.2.6 STORES NT Inquiry.

The Prime Vendor Inquiries option on the AFMIS Command Menu (TISA/Prime Vendor) [also the AFMIS Command Menu (DFO/Prime Vendor)] permits viewing and printing of PV orders and receipts. The inquiries may be performed for orders, receipts, or both (orders and receipts) for a specified range of RDDs. The inquiries can be limited to a customer ID, document number, TIIN, or customer ID and TIIN. When the print option for an inquiry is selected, the same information that would have been displayed to the screen will be printed as the Prime Vendor Orders & Receipts Inquiry Report PCN: AJK-AL1. See Appendix C for a sample of this report. To perform STORES NT inquiries select Option F from the AFMIS Command Menu (TISA/Prime Vendor) the Order/Receipt Inquiries Screen AJK-905, (fig. 12.2-15) is displayed.

NOTE: AFMIS converts order records to receipt records when receipts are processed. Use the order inquiry to review unreceipted orders and the receipt inquiry to review receipted orders.

[PRIME VENDOR]
DATE: [11 Jan 98]	ORDER/RECEIPT INQUIRIES	AJK-905
REQUIRED DATA:	INQUIRY TYPE: []	
REQUIRED DELIVERY DATE RANGE: FROM [][][] TO [][][]		
	DD MMM YY	DD MMM YY
OPTIONAL DATA:		
	CUSTOMER ID: []	
	DOCUMENT NUMBER: []	
	VENDOR ID: []	
	TIIN: []	
[]
[][]
[] DEPRESS ESCAPE KEY TO SUBMIT ENTRIES		
Enter an O for Orders, an R for Receipts, or a B for Both.		

Figure 12.2-15. Order/Receipt Inquiries Screen (AJK-905).

12.2.6.1 Unlimited Inquiry.

a. The required entries on the Order/Receipt Inquiries Screen AJK-905 are the Inquiry Type and the Required Delivery Date Range. Prompts at the bottom of the screen inform the operator what to enter. When the entries are complete press [ESC].

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```
INQUIRE AGAIN:  Inquire Another  Return
Inquire on another Prime Vendor Order/Receipt.
[
DATE:  [15 Jan 95]                PRIME VENDOR                ]
                                ORDER/RECEIPT INQUIRIES        AJK-905

      REQUIRED DATA:
                                INQUIRY TYPE:[0]

      REQUIRED DELIVERY DATE RANGE: FROM [ 1][JAN][95] TO [10][JAN][95]
                                DD  MMM  YY      DD  MMM  YY

      OPTIONAL DATA:
                                CUSTOMER ID:  [      ]
                                DOCUMENT NUMBER:[      ]
                                TIIN:[      ]

[
[
                                ]
                                ][ ]

      [ ]  DEPRESS ESCAPE KEY TO SUBMIT ENTRIES

NO RECORDS MEETING THESE SPECIFICATIONS WERE FOUND.  PLEASE RE-ENTER.
```

Figure 12.2-16. Example of Inquire Again Ring Menu on Screen (AJK-905).

(1) When no records are found that match the inquiry criteria, the Inquire Again Ring Menu is displayed at the top of the Order/Receipt Inquiries Screen AJK-905, and the message “NO RECORDS MEETING THESE SPECIFICATIONS WERE FOUND. PLEASE RE-ENTER.” is displayed at the bottom of the screen. The options on this ring menu are Inquire Another and Return. Figure 12.2-16 is an example of this screen completed for an inquiry on orders from 1 Jan 95 to 10 Jan 95. The Inquire Another option redisplayes the Order/Receipt Inquiries Screen AJK-905 without the ring menu, with the cursor in the Inquiry Type data entry field. The Return option redisplayes the AFMIS Command Menu (TISA/Prime Vendor) AJK-922.

OR

(2) When records are found matching the inquiry criteria, a message will appear stating the number of records selected. A prompt “Enter P to print, S to view them on the screen, or X to exit.” is also displayed. Screen input directions at the bottom of the screen will be “Enter a ‘P’, ‘S’, or ‘X’”. Figure 12.2-17 is an example of this screen completed for an inquiry on both orders and receipts for RDDs from 1 Jan 95 to 20 Jan 95. The input to view the records on the screen has been entered. [ESC] is pressed to initiate the action print, screen, or exit.

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```
[
DATE:  [15 Jan 95]                                PRIME VENDOR                                AJK-905
                                ORDER/RECEIPT INQUIRIES

REQUIRED DATA:
                                INQUIRY TYPE:[B]

REQUIRED DELIVERY DATE RANGE: FROM [ 1][JAN][95] TO [20][JAN][95]
                                DD  MMM  YY          DD  MMM  YY

OPTIONAL DATA:
                                CUSTOMER ID:  [      ]
                                DOCUMENT NUMBER:[      ]
                                TIIN:[      ]

[          90 records have been selected.
[Enter P to print, S to view them on the screen, or X to exit.          ][S]

[ ]  DEPRESS ESCAPE KEY TO SUBMIT ENTRIES

Enter an 'P', 'S' or 'X' please.
```

Figure 12.2-17. Example of Completed Order/Receipt Inquiries Screen (AJK-905) with Matching Records Found.

b. If an “S” is entered when fig. 12.2-17 is displayed and [ESC] is pressed, the Inquiry Results Screen AJK-906, (fig. 12.2-18) is displayed. This screen displays one stock number per screen. Use the arrow keys to scroll through the customer IDs. [ESC] brings up the next NSN. The status column provides the status on the record. The status codes are shown in figure 12.2-19, STORES NT Inquiry Status Codes. When [ESC] is pressed while the last NSN is displayed, The Inquire Again Ring Menu is displayed at the top of the screen and the prompt “No more data found for this inquiry.” appears at the bottom of the screen.

```
DATE:  01 Jan 95                                PRIME VENDOR                                AJK-906
                                INQUIRY RESULTS
                                RDD RANGE:  25 Dec 94   TO  31 Dec 94

                                NSN                    ITEM NAME                    UI          UNIT PRICE
                                8905-00-080-5325        KNOCKWURST FZN                    LB          $    1.31

                                CUSTOMER ID            RDD            DOCUMENT NUMBER    STATUS        QTY
                                YDF001                 26 Dec 94        W26QKQ33560032    OS             50
                                YDF001                 31 Dec 94        W26QKQ33580094    RS             200

                                DEPRESS ESCAPE KEY WHEN FINISHED VIEWING DATA
```

Figure 12.2-18. Inquiry Results Screen (AJK-906).

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STATUS	EXPLANATION
C	An order for this stock number has been created.
O	An order for this stock number has been released by the TISA.
OS	An order for this stock number, customer, RDD, and quantity has been released and processed through the Send PV Data to STARFIARS/SPVI process. The order is available to be transferred to STARFIARS and SPVI if it has not already been done.
R	The order has been receipted, but the receipt has not yet been processed through Send PV Data to STARFIARS/SPVI process. The receipt will be processed the next time Send PV Data to STARFIARS/SPVI process is executed.
RS	The order has been receipted, and the receipt has been processed through the Send PV Data to STARFIARS/SPVI process. The receipt has been made available to be transferred to STARFIARS and SPVI.

Figure 12.2-19. STORES NT Inquiry Status Codes.

c. If a "P" is entered when fig. 12.2-17 is displayed and [ESC] is pressed the Prime Vendor Orders and Inquiry Report PCN AJK-AL1 is printed. See Appendix C for an example of this report. This report contains the same information that would have been displayed to the screen. A series of messages appear and then the Inquire Again Ring Menu is displayed at the top of the screen.

12.2.6.2 Limited Inquiry.

The Limited Inquiry works the same as the Unlimited Inquiry except that the search criteria is limited by entries in the optional data fields on the Orders/Receipts Inquiry Screen AJK-905 (fig. 12.2-15). Limited inquiries can be constrained by entering a customer ID, document number, TIIN, or customer ID and TIIN. The required data, inquiry type, and required delivery date range must be completed for the limited inquiry before the optional data fields can be accessed. The printed output as well as the screen output are the same as for the unlimited inquiry.

12.2.7 Send PV Data to STARFIARS/SPVI.

This process is used to put the financial, order and receipt information on a flat file for use by the SPVI and STARFIARS. Highlight Option G from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. A message will appear at the bottom of the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-20) screen while the process is running, then

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the cursor moves to the top of the screen when the processing is completed. Once this process is completed the designated person should transfer the data to the SPVI or STARFIARS. More details on processing and outputs are provided below.

PRIME VENDOR: A B C D E F G H I J R X			
Press A to create vendor orders.			
DATE: 10 Jan 1998		AFMIS COMMAND MENU (TISA/PRIME VENDOR)	
AJK-921			
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	CREATE VENDOR ORDER	G -	SEND PV DATA TO STARFIARS/SPVI
B -	ADJUST VENDOR ORDER	H -	LOAD/COMPARE SPVI CATALOG
C -	CONFIRM VENDOR ORDER	I -	PRINT WAREHOUSE INVENTORY STATUS REPORT
D -	PROCESS CUSTOMER RECEIPT	J -	MAINTAIN PRIME VENDOR FILES
E -	REVERSE CUSTOMER RECEIPT	R -	RETURN
F -	PERFORM INQUIRY	X -	EXIT
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE: G			
Processing. Please wait.			

Figure 12.2-20. Screen AJK-921 with Send PV Data To STARFIARS/SPVI Message.

NOTE: The Send PV Data to STARFIARS/SPVI process must be run prior to AFMIS End of Day every day on which any PV orders or receipts have been processed. **It cannot be run after the AFMIS End-of-Day process has been executed.** No users can access AFMIS Prime Vendor or TISA Issue or Receipts processes while Send PV Data to STARFIARS/SPVI is being run.

12.2.7.1 Order processing.

All STORES NT released orders are merged into an order file. The order file contains a series of MILSTRIP A0A transactions. Each A0A identifies the customer in the supplementary address field. The TISA warehouses are identified by the TISA DODAAC except that the first character is replaced by an S for the semiperishable warehouse, and a P for the perishable warehouse.

Each line on each order has a unique document number. Matching A0As are also written to the STARFIARS interface file. The PVO table is updated with the MIF price for all orders with an RDD within 6 days of the system date. See note at paragraph 12.1.2.4 reference price hold days. The Prime Vendor Order Report (PCN AJK-AG1) summarizes all items ordered since the last time the Send PV Data To STARFIARS/SPVI was run. See Appendix C for examples of this report.

NOTE: Most PV reports (except the catalog reports - PCNs AH1, AH2, and AH3) are saved and may be reprinted through the TISA Reports and

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Inquiries/Reprint Reports process. As with other types of reports, prime vender **reports more than seven days old are deleted** when the end-of-day program is run.

12.2.7.2 Receipt Processing-orders placed through the SPVI.

A receipt file is created that includes all STORES NT receipts entered since the last time the Send PV Data To STARFIARS/SPVI process was run. The receipt file includes a D6U to match every A0_ receipted for a quantity greater than zero. If items were added to a STORES NT receipt see 12.2.7.3. The D6Us are also written to the STARFIARS interface file. A5As are processed to STARFIARS from AFMIS, the same as for normal issues from the warehouse. If the RDD is within 6 days of the order date, the item is receipted at the order price. See note at paragraph 12.1.2.4 reference price hold days. The Prime Vendor Receipt Report (PCN AJK-AG2) summarizes the receipts processed since the last time the Send PV Data To STARFIARS/SPVI was run. See Appendix C for example of this report.

NOTE: The exception to the above is VRGC posting. The current MIF price is always posted to the VRGC. If the MIF price is different than order price either a ZMS or ZMT is processed to the SIF for the difference.

12.2.7.3 Receipt Processing-orders not placed through the SPVI.

Processing of receipts not due in is the same as in paragraph 12.2.7.2 except A0_ are also produced and order date processing is not available since the orders for these items were not processed through the SPVI. Receipts not due in are included on the same report produced in paragraph 12.2.7.2.

12.2.7.4 Receipt Reversal Processing.

When receipt reversals are processed all AFMIS files are updated. The price on the PVO table is used for all processing except postings to the VRGC. The MIF price is posted to the VRGC and if the MIF price is different than order price either a ZMS or ZMT is processed to the SIF for the difference. A D6U type transaction is created to be used by the SPVI, however the DIC for this transaction is REV. The Prime Vendor Reversal/Adjustment Report, PCN: AJK-AG3 is produced when receipt reversals are processed in Send PV Data To STARFIARS/SPVI. See Appendix C for a sample of this report.

12.2.8 Load/Compare SPVI Catalog.

Use the Reload New SPVI Catalog process to load the new SPVI catalog. Use the On MIF not on SPVI and On SPVI not on MIF processes to produce listings which provide information on differences between the SPVI catalog and the AFMIS MIF. Use the MIF SPVI Matches process to produce a listing of the matches between the MIF and SPVI catalog. These processes should be run when the SPVI catalog is updated, or as necessary. Use the AFMIS/SPVI Order Check process to list customer requirements which will not be provided by the STORES NT vendors. Such requirements must be issued from the TISA warehouse or a suitable substitute ordered from

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a vendor. This process can be run prior to running the Send Data to STARFIARS/SPVI. All SPVI catalog problems must be reported to the DSCP Account Manager for your contract. Select Option H from the AFMIS Command Menu (TISA Prime Vendor) and the AFMIS-SPVI Catalog Compare Command Menu, Screen AJK-907 (fig 12.2-21) is displayed.

```
AFMIS-SPVI CATALOG COMPARE:  A B C D E R X
Reload new SPVI catalog
[
DATE: [11 Jan 98 ]  AFMIS-SPVI CATALOG COMPARE COMMAND MENU          AJK-907 ]

      A - RELOAD NEW SPVI CATALOG
      B - ON MIF NOT ON SPVI
      C - ON SPVI NOT ON MIF
      D - MIF SPVI MATCHES
      E - AFMIS/SPVI ORDER CHECK
      R - RETURN TO PV/TISA MENU

      X - EXIT FROM PV/TISA SUBSYSTEM

ENTER THE DESIRED OPTION THRU RING MENU SELECTION. OPTION CODE: [ ]
```

Figure 12.2-21. AFMIS-SPVI Catalog Compare Command Menu Screen (AJK-907).

12.2.8.1 Reload New SPVI Catalog.

Option A on the AFMIS-SPVI Catalog Compare Command Menu must be run to update AFMIS each time the SA loads an updated STORES NT catalog to the AFMIS /tmp/catalog.txt file. If Option A is not run, Options B - E will continue to be run against the old STORES NT Catalog. When Option A is selected, one of the following will happen:

a. If the /tmp/catalog.txt file is empty, a message “You must run the Catalog upload on the STORES NT LAP computer” will appear at the bottom of the screen. The SA must run the STORES NT process that uploads the STORES NT catalog to the AFMIS Server.

b. If the /tmp/catalog.txt file has been updated, a series of messages will appear at the bottom of the screen; when [ENTER] is pressed, the cursor will return to the menu.

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12.2.8.2 On MIF not on SPVI.

Select Option B from the AFMIS-SPVI Catalog Compare Command Menu to print the On MIF not on SPVI report, PCN AJK-AH1. See Appendix C for an example of this report. This process compares the SPVI Catalog to the MIF and lists the MIF stock number, unit of issue and nomenclature of all items that are on the MIF but not on the SPVI Catalog. **These items can not be ordered from the prime vendor.** This process should be run each time the STORES NT catalog is updated. The On MIF not on SPVI report should be reviewed as soon as possible to identify items that may have been inadvertently omitted on the last SPVI catalog update. It can also be used to identify items that need to be added to the SPVI catalog. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. When Option B is selected one of the following will happen:

- a. If the STORES NT Catalog is missing, the message “SPVI CATALOG MUST BE LOADED PRIOR TO PROCESSING.” will appear.
- b. If the STORES NT Catalog is present the prompt “PRINTING REPORT DATA” will appear at the bottom of screen AJK-907, then the message “Process completed... Check Printer... Press [ENTER] to continue” will appear. When [ENTER] is pressed, the cursor will move back to Option B on the AFMIS-SPVI Catalog Compare Command Menu.

12.2.8.3 On SPVI not on MIF.

Select Option C from the AFMIS-SPVI Catalog Compare Command Menu to print the On SPVI not on MIF report, PCN AJK-AH2. See Appendix C for an example of this report. This process compares the SPVI Catalog to the MIF and lists the SPVI stock number, unit of issue and nomenclature of all items that are on the SPVI Catalog but not on the MIF. **These items can not be ordered from the prime vendor.** This process should be run each time the SPVI catalog is updated. The On SPVI not on MIF report should be reviewed as soon as possible to identify items added to the SPVI catalog that should be added to the MIF so STORES NT customers can order the items. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. When Option C is selected one of the following will happen:

- a. If the SPVI Catalog is missing, the message “SPVI CATALOG MUST BE LOADED PRIOR TO PROCESSING.” will appear.

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b. If the SPVI Catalog is present the prompt “PRINTING REPORT DATA” will appear at the bottom of screen AJK-907, then the message “Process completed... Check Printer... Press [ENTER] to continue” will appear. When [ENTER] is pressed, the cursor will move back to Option C on the AFMIS-SPVI Catalog Compare Command Menu.

12.2.8.4 MIF SPVI Matches.

Select Option D from the AFMIS-SPVI Catalog Compare Command Menu to print the On MIF/SPVI Matches report, PCN AJK-AH3. See Appendix C for an example of this report. This process compares the SPVI Catalog to the MIF and lists the stock number, MIF item name, MIF unit of issue, SPVI Description, SPVI unit of issue, and MIF source code of all items that are on the MIF and the SPVI Catalog. **These items can be ordered from the prime**

vendor. This process should be run each time the SPVI catalog is updated. The MIF/ SPVI Matches report should be reviewed as soon as possible to identify items that do not appear to be valid matches, e.g., 8915-00-149-1571 Cherries canned #10 matched with Prunes whole unpitted. The listing can also be used to update the MIF with more descriptive item names based on the SPVI description to assist PV customers when creating their shopping lists/orders. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. When Option D is selected one of the following will happen:

a. If the SPVI Catalog is missing, the message “SPVI CATALOG MUST BE LOADED PRIOR TO PROCESSING.” will appear.

b. If the SPVI Catalog is present the prompt “PRINTING REPORT DATA” will appear at the bottom of screen AJK-907, then the message “Process completed... Check Printer... Press [ENTER] to continue” will appear. When [ENTER] is pressed, the cursor will move back to Option D on the AFMIS-SPVI Catalog Compare Command Menu.

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12.2.8.5 AFMIS/SPVI Order Check.

Select Option E from the AFMIS-SPVI Catalog Compare Command Menu to print the AFMIS/SPVI Pre Order Check report, PCN AJK-AH4. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. See Appendix C for an example of this report. This process compares the shopping lists to the SPVI Catalog and lists by Activity Code the stock number, MIF item name, delivery date, warehouse code and source code of items of source code D, E, F, X, and Y, on shopping lists, that are not on the SPVI Catalog. **These items must be procured locally and issued from the warehouse if the STORES NT vendors do not carry a suitable substitute.** This process can be run prior to running Create Vendor Order to determine which customer requirements need to be modified or deleted.

12.2.9 Warehouse Inventory Status Report.

Use this process to print the Warehouse Inventory Status Report, PCN AJK-AI1. It lists the National Stock Number (NSN), item name, BOH, Due-in, Due Out, and Adjusted Balance on Hand (BOH) in NSN sequence for the projection date requested. See Appendix C for an example of this report. It is recommended that this report be printed to guide the drawdown of warehouse stocks.

a. Select option I, Print Warehouse Inventory Status Report from the AFMIS Command Menu (TISA/Prime Vendor) and the Warehouse Inventory Status Report, Screen AJK-909 (fig 12.2-22) is displayed.

[DATE: [11 Jan 98]	WAREHOUSE INVENTORY STATUS REPORT] AJK-909
<p>The warehouse inventory levels will be estimated based receipts and issues that have been entered and should be processed on or before [] [] [].</p> <p>Press <Esc> when finished entering data. []</p> <p>Enter the date for which projection calculations should be made.</p>		

Figure 12.2-22. Warehouse Inventory Status Report Screen (AJK-909).

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b. The cursor is positioned in the date field. Enter the date for the projected calculation and press [ENTER]. The cursor will move to the “Press [ESC] when finished entering data.” field. The date entered should be the issue date on the customer orders for which you will be using the report. The date entered cannot be less than the system date in the upper left of the screen.

c. Press [ESC] to print the report. A message will appear “Accessing database. Please wait.” Then one of the following will happen:

(1) If there are no items on the MIF with a BOH, the following message will be displayed: “The Warehouse Currently Has No Items On Hand.”, and then the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 is displayed.

(2) If there are items on the MIF with a BOH the message “Processing data. Please wait.” is displayed, the report is printed, and the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 is displayed.

12.2.10 Maintain Prime Vendor Files.

Use this process to set parameters for the prime vendor subsystem. You can select source codes, establish the delivery schedule for each vendor, and enter the values used on orders. The values are established at implementation and can be changed as the need arises. Select Option J from the AFMIS Command Menu (TISA Prime Vendor) and the Prime Vendor File Maintenance Menu, Screen AJK-937 (fig 12.2-23) is displayed.

FILE MAINTENANCE: A B C R X		
Press A to update source codes to be ordered through Prime Vendor		
DATE: 10 Jan 1998	PRIME VENDOR FILE MAINTENANCE	AJK-937
OPTION	DESCRIPTION	
A	SOURCE CODE	
B	DELIVERY SCHEDULE	
C	ORDER DATA	
R	RETURN TO PRIME VENDOR COMMAND MENU	
X	EXIT	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 12.2-23. Prime Vendor File Maintenance Menu Screen (AJK-937).

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12.2.10.1 Source Code.

Select Option A from the Prime Vendor File Maintenance Menu and the Prime Vendor Source Code Selection Screen AJK-936 (fig 12.2-24) is displayed. Use this screen to establish within the system the source codes provided by STORES NT Vendors. Select the appropriate source codes by placing an X next to each source code being supplied by a STORES NT Vendor.

[PRIME VENDOR]
DATE: [10 Jan 98]	SOURCE CODE SELECTION	AJK-936
D	PRIME VENDOR	[X]
F	DSO	[]
A	DAIRY	[]
B	BEVERAGE	[]
C	BAKERY	[]
MARK SOURCE CODES ORDERED FROM PRIME VENDOR WITH AN "X". PRESS <ESC> WHEN DATA ENTRY COMPLETED		

Figure 12.2-24. Prime Vendor Source Code Selection Screen (AJK-936).

12.2.10.2 Delivery Schedule.

Select Option B from the Prime Vendor File Maintenance Menu and the Prime Vendor Delivery Schedule Maintenance Menu Screen AJK-938 (fig 12.2-25) is displayed. Use this process to add new vendors and their delivery schedules or to change the delivery schedules and lead time days of existing vendors. This process is dependent on the Reload SPVI Catalog Process that provides the vendor names for new vendors. The Add Delivery Schedule process can not be accessed unless the catalog load added a new vendor. The Modify Delivery Schedule Process can be accessed for any vendor assigned a Vendor ID in the ADD Delivery Schedule process.

NOTE: A new vendor will not be displayed in this process unless at least one item from the new vendor's catalog is on the MIF. To ensure the vendor shows up in this process, before loading the catalog add one of the new vendor's items to the MIF.

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DELIVERY SCHEDULE: A B R X		
Press A to enter data for new Prime Vendor contract		
DATE: 10 Jan 98	PRIME VENDOR DELIVERY SCHEDULE MAINTENANCE	AJK-938
OPTION	DESCRIPTION	
A	ADD DELIVERY SCHEDULE	
B	MODIFY DELIVERY SCHEDULE	
R	RETURN TO FILE MAINTENANCE COMMAND MENU	
X	EXIT	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:		

Figure 12.2-25. Prime Vendor Delivery Schedule Maintenance Menu Screen (AJK-938).

12.2.10.2.1 Add Delivery Schedule.

Select Option A from the Delivery Schedule Maintenance Menu and the Prime Vendor Add Delivery Schedule Screen AJK-939 (fig 12.2-26) is displayed if a new vendor with one item on the MIF is on the PV catalog. The vendor name and lead time are displayed for each vendor added by the catalog load process. The cursor is positioned in the Vendor ID field. Enter a 6 position unique vendor ID and press [ENTER]. Next place an X under each day of the week the vendor will deliver. When the data has been entered for all the new vendors press [ESC]. Be sure to record the vendor Ids as they are assigned. You will need to know the vendor's ID to modify the delivery schedule or lead time for the vendor.

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DATE: 10 Jan 98	PRIME VENDOR ADD DELIVERY SCHEDULE	AJK-939
VENDOR NAME	VENDOR ID	SUN MON TUE WED THU FRI SAT LEAD TIME
JOSEPH WEBB	■	2
CONFIRM INDICATOR: PRESS <ESCAPE> WHEN DATA ENTRY COMPLETED Enter 6 position vendor ID and depress <[ENTER]>		

Figure 12.2-26. Prime Vendor Add Delivery Schedule Screen (AJK-939).

12.2.10.2.2 Modify Delivery Schedule.

Select Option B from the Delivery Schedule Maintenance Menu and the Prime Vendor Modify Delivery Schedule Screen AJK-925 (fig 12.2-27) is displayed. The cursor is positioned in the Vendor ID field. Enter the 6 position unique vendor ID for the vendor you wish to modify and press [ESC]. The vendor name, delivery and lead time information is displayed. The cursor moves to the Sunday position. Place an X under each day of the week the vendor will deliver. If an X is displayed under a non-delivery day press the space bar with the cursor on the X that is to be deleted. The Lead Time can also be changed by typing over the existing entry. When all data is correct press [ESC]. Enter Y to confirm and press [ESC]. The message "UPDATING FILES - ---- PLEASE WAIT" will appear; then the Delivery Schedule Maintenance Menu will be displayed. You can not change vendor IDs or names in this process.

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DATE: 10 Jan 98	PRIME VENDOR MODIFY DELIVERY SCHEDULE	AJK-925
VENDOR ID █	SUN MON TUE WED THU FRI SAT TIME	LEAD TIME
CONFIRM INDICATOR: PRESS <ESCAPE> WHEN DATA ENTRY COMPLETED		
Enter 6 position vendor ID and depress <Escape>		

Figure 12.2-27. Prime Vendor Modify Delivery Schedule Screen (AJK-925).

12.2.10.3 Order Data.

Select Option C from the Prime Vendor File Maintenance Menu and the Prime Vendor Modify Order Data Screen AJK-924 (fig 12.2-28) is displayed. Use this process to view or modify the data elements on Screen AJK-924. When [ESC] is pressed the message “THIS RECORD HAS BEEN UPDATED. PRESS [ENTER] TO CONTINUE.” is displayed. The data on this screen is used on the prime vendor orders.

DATE: 10 Jan 1998	PRIME VENDOR MODIFY ORDER DATA	AJK-924
FUND CODE: NH SIGNAL CODE: J PROJECT CODE: DISTRIBUTION CODE: PRICE HOLD DAYS: 6		
PRESS <ESCAPE> WHEN DATA ENTRY COMPLETED		
PRESS <DELETE> TO EXIT SCREEN.		
Entry must be alphanumeric.		

Figure 12.2-28. Prime Vendor Modify Order Data Screen (AJK-924).

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12.3 STORES NT Price Changes.

STORES NT price changes, and SPVI catalog updates, are sent from DSCP to the SPVI weekly and should be available Monday morning. To update the AFMIS prices to match those in the SPVI, the SA must extract SPVI Catalog data and place it in the tmp catalog.txt, then the Reload SPVI Catalog process has to be run. The AFMIS prices will be updated immediately. The operator should look for the following message “Shifting prices...Please wait!!” then the IAMA report, PCN-4P1 should print. The SA should be notified if this does not happen. See paragraph 12.2.8.1 for details on the Reload SPVI Catalog process.

<p>NOTE: The Reload SPVI Catalog process should be run at the beginning of the day, before any TISA work is done. TISA should make every effort to execute receipt/issue documents as soon as possible.</p>
--

12.4 Issues.

Any item received in the warehouse must be issued to the customer through the AFMIS Issue Document Execute process. Financial and inventory postings for issued items are handled the same as they were under AFMIS prior to STORES NT. The main differences in issue processing are marking items for warehouse issue in the Adjust Customer Order process and rolling up Non STORES NT customer orders. AFMIS converts all pending (STORES NT customer) issues for STORES NT items into STORES NT orders, unless the items are marked for issue from the warehouse.

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12.5 File Retention.

AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. Neither AFMIS nor AFMIS Prime Vendor reports are included in the current listings. Use the information in this manual for the AFMIS reports. Use the following information to file your AFMIS Prime Vendor reports.

a. AJK-AG1, Prime Vendor Order Report; AJK-AJ1, Prime Vendor Order Report (Adjustment; and AJK-AR1, Prime Vendor Order Report.

(1) File No. 30-18h, Orders (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 02

b. AJK-AF1, Prime Vendor Receipt Report; AJK-AG2 Prime Vendor Receipt Report; AJK-AG3, Prime Vendor Reversal/Adjustment Report; and AJK-AY1, Prime Vendor Receipt Reversal Issues Adjustment Report.

(1) File No. 30-18b, Receipts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 03

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SECTION 13. BRANCH TISA OPERATIONS.

13.1 General.

Branch TISA functions are performed in the same manner as at the main TISA; however, the main TISA performs most of the file maintenance and all of the ordering for the branch TISA. This section will show the Branch TISA Menus and reference the processing instructions in other sections of this manual.

13.2 Branch TISA Command Menu.

The Branch TISA Command Menu, Screen AJK-644 (fig. 13-1) is displayed when a Branch TISA operator's Login and Password are entered correctly.

BRANCH: Stock Accounting Inventory Location Reports & Inquiries ...		
Enter 'S' for Stock Accounting Process		
DATE: 06 MAY 97	TISA SYSTEM	AJK-644
BRANCH TISA COMMAND OPTIONS MENU		
OPTION CODE	RING MENU SELECTION OPTIONS	
S	STOCK ACCOUNTING	
I	INVENTORY	
L	STORAGE LOCATION	
R	REPORTS AND INQUIRIES	
H	POST HEADCOUNT DATA	
X	EXIT FROM BRANCH TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 13-1. Branch TISA Command Options Menu Screen AJK-644.

13.3 Branch TISA Stock Accounting Menu.

Select Option S from the Branch TISA Command Menu and the Branch TISA Stock Accounting Menu, Screen AJK-645 (fig. 13-2) is displayed. The Branch TISA Stock Accounting Menu has options for receipts, issues, reversals and adjustments, and dining facility to dining facility transfers.

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```
BRANCH STOCK ACCOUNTING:  A B C D R eXit
Enter 'A' for Receipts Process

DATE: 06 MAY 97                                TISA SYSTEM                                AJK-645
BRANCH TISA STOCK ACCOUNTING OPTIONS MENU

OPTION
CODE   RING MENU SELECTION OPTIONS

      A      RECEIPTS
      B      ISSUES
      C      REVERSALS AND ADJUSTMENTS
      D      DINING FACILITY TO DINING FACILITY TRANSFER
      R      RETURN TO BRANCH TISA COMMAND MENU
      X      EXIT FROM BRANCH TISA SUBSYSTEM

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 13-2. Branch TISA Stock Accounting Command Menu Screen AJK-645.

13.3.1 Branch TISA Receipts Menu.

Select Option A from the Branch TISA Stock Accounting Menu and the Branch TISA Receipts Options Menu, Screen AJK-646 (fig. 13-3) is displayed. Select options A, B, C, D, and E from the Branch TISA Receipts Options Menu to process the types of receipts listed. Select Option F, Other Receipts, and the Branch TISA Other Receipts Options Menu, Screen AJK-656 (fig. 13-4) is displayed.

```
BRANCH RECEIPTS:  A B C D E F R eXit
Enter 'A' for Direct Vendor Delivery

DATE: 05 MAY 97                                TISA SYSTEM                                AJK-646
BRANCH TISA RECEIPTS OPTIONS MENU

OPTION          RING MENU OPTIONS          OPTION          RING MENU OPTIONS
CODE           CODE           CODE           CODE           CODE           CODE

      A      DIRECT VENDOR DELIVERY          R      RETURN TO BRANCH
      B      TURN-IN                                STOCK ACCOUNTING
      C      PRIME VENDOR / STORES          X      EXIT FROM BRANCH TISA
      D      BLANKET PURCHASE AGREEMENT                                SUBSYSTEM
      E      LOCAL PURCHASE - NOT BPA
      F      OTHER RECEIPTS

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 13-3. Branch TISA Receipt Options Menu Screen AJK-646.

13.3.1.1 Branch TISA Direct Vendor Delivery Receipts.

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Select Option A from the Branch TISA Receipts Options Menu and the DVD Receipts and Issues, Screen AJK-741 is displayed. For processing instructions, see paragraph 5.2.5.3 of this manual.

13.3.1.2 Branch TISA Turn-In.

Select Option B from the Branch TISA Receipts Options Menu and the Enter Turn-In Number Screen, AJK-868 is displayed. For processing instructions, see paragraph 5.5.1.3.14 of this manual.

13.3.1.3 Branch TISA Prime Vendor/STORES Receipts Menu.

Select Option C from the Branch TISA Receipts Options Menu and the Receipt Orders Screen, AJK-900 (fig. 3.2-7) is displayed. For processing instructions, see paragraph 12.2.4.

13.3.1.4 Branch TISA Blanket Purchase Agreement Receipts.

Select Option D from the Branch TISA Receipts Options Menu and the Local Purchase Receipts Blanket Purchase Agreement Screen AJK-780 is displayed. For processing instructions, see paragraph 5.7.2 of this manual.

13.3.1.5 Branch TISA Local Purchase - Non BPA Receipts.

Select Option E from the Branch TISA Receipts Options Menu and the PIIN Entry Screen AJK-867 is displayed. For processing instructions, see paragraph 5.5.1.3.8 of this manual.

13.3.1.6 Branch TISA Other Receipts Menu.

Select Option F from the Branch TISA Receipts Options Menu and the Branch TISA Other Receipts Options Menu, Screen AJK-656 (fig. 13-4) is displayed. DSCP, DSO and Commissary receipts can be processed from this menu.

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```
OTHER RECEIPTS:  A B C R eXit
Enter 'A' for DPSC Receipts Process

DATE: 05 MAY 97                                TISA SYSTEM                                AJK-656
BRANCH TISA OTHER RECEIPTS OPTIONS MENU

OPTION
CODE   RING MENU SELECTION OPTIONS

      A      DPSC

      B      DSO

      C      COMMISSARY

      R      RETURN TO BRANCH RECEIPTS MENU

      X      EXIT FROM BRANCH TISA SUBSYSTEM

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 13-4. Branch TISA Other Receipt Options Menu Screen AJK-656.

13.3.1.6.1 Branch TISA DPSC Receipts.

Select Option A from the Branch TISA Other Receipt Options Menu and the Enter DONS for Receipt, Screen AJK-711 is displayed. For processing instructions, see paragraph 5.5.1.3.1 of this manual.

13.3.1.6.2 Branch TISA DSO Receipts.

Select Option B from the Branch TISA Other Receipt Options Menu and the Enter DONS for Receipt, Screen AJK-711 is displayed. For processing instructions, see paragraph 5.5.1.3.1 of this manual.

13.3.1.6.3 Branch TISA Commissary Receipts.

Select Option C from the Branch TISA Other Receipt Options Menu and the Enter DONS for Receipt, Screen AJK-711 is displayed. For processing instructions, see paragraph 5.5.1.3.1 of this manual.

13.3.2 Branch TISA Issues Options Menu.

Select Option B from the Branch TISA Stock Accounting Menu and the Branch TISA Issues Options Menu, Screen AJK-647 (fig. 13-5) is displayed. Branch TISA personnel use the options on this menu to create, modify and execute issue documents for customers of the branch. Processing instructions for all options are in this manual.

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```
BRANCH ISSUES:  A B C R eXit
Enter 'A' to Convert Ration Requests to Issues Doc.

DATE: 06 MAY 97                                TISA SYSTEM                                AJK-647
                                BRANCH TISA ISSUES OPTIONS MENU

                                OPTION
                                CODE    RING MENU SELECTION OPTIONS

                                A        CONVERT RATION REQUEST TO ISSUE DOCUMENT
                                B        OTHER ISSUES
                                C        ISSUE DOCUMENT QUERY / MODIFY / EXECUTE
                                R        RETURN TO BRANCH STOCK ACCOUNTING MENU
                                X        EXIT FROM BRANCH TISA SUBSYSTEM

                                SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 13-5. Branch TISA Issues Options Menu Screen AJK-647.

13.3.2.1 Convert Ration Requests Command Menu.

Select Option A from the Branch TISA Issues Options Menu and the Convert Ration Requests Command Menu, Screen AJK-641 (fig. 3.5-6) is displayed. Processing instructions are at paragraph 5.6.4 of this manual.

```
CONVERT RATION REQUESTS:  A B C D E F G R X
INSTALLATION MASTER MENU

DATE: 06 May 97                                CONVERT RATION REQUESTS COMMAND MENU                                AJK-641

OPTION                                OPTION
CODE    RING MENU OPTION SELECTIONS    CODE    RING MENU OPTION SELECTIONS

A        INSTALLATION MASTER MENU        G        T-RATION MENU
B        INSTALLATION EXERCISE MENU        R        RETURN TO ISSUES COMMAND MENU
C        14-DAY MENU                        X        EXIT TISA PROCESSING
D        BOX LUNCH MENU
E        SPECIAL EXERCISES MENU
F        B-RATION MENU

                                SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 13-6. Convert Ration Requests Command Menu Screen AJK-641.

13.3.2.2 Other Issues Screen.

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Select Option B from the Branch TISA Issues Options Menu and the Other Issues, Screen AJK-641 (fig. 13-7) is displayed. Processing instructions are at paragraph 5.6.5 of this manual.

```
[
DATE:[06 MAY 97]                                OTHER ISSUES                                AJK-700
BRANCH ID:  [W2DF55]

                                CUSTOMER ID: [      ]

                                ISSUE DATE: [  ] [  ] [  ]
                                           DD   MMM   YY

                                TYPE ISSUE: [  ]

                                [      ]: [      ] [      ]

[ ]: AFTER ENTERING DATA, PRESS ESCAPE <ESC>
ENTER THE CUSTOMER ID FOR THE ISSUE DOCUMENT YOU WISH TO CREATE
```

Figure 13-7. Other Issues Screen AJK-641.

13.3.2.3 Issues Query/Modify/Execute Menu.

Select Option C from the Branch TISA Issues Options Menu and the Issues Query/Modify/Execute Menu, Screen AJK-639 (fig. 13-8) is displayed. Processing instructions are at paragraph 5.6.2 of this manual.

```
[
DATE:[06 MAY 97]                                ISSUES QUERY/MODIFY/EXECUTE MENU                                AJK-639

OPTION CODE  MENU SELECTION OPTIONS

      A      QUERY ALL ISSUE DOCUMENTS
      B      QUERY A SPECIFIC ISSUE DOCUMENT
      C      MODIFY ISSUE DOCUMENTS
      D      PRINT DVD SUMMARY REPORT
      E      EXECUTE ISSUE DOCUMENTS
      R      RETURN
      X      EXIT

SELECT DESIRED OPTION BY ENTERING APPROPRIATE OPTION CODE:[ ]

SELECT THE PROCESS OPTION FOR THE DESIRED ISSUE DOCUMENT
```

Figure 13-8. Issues Query/Modify/Execute Menu Screen AJK-639.

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13.3.3 Branch Reversal/Adjustment Command Menu.

Select Option C from the Branch TISA Stock Accounting Menu and the Branch Reversal/Adjustment Command Menu, Screen AJK-695 (fig. 13-9) is displayed. Branch TISA personnel use the options on this menu to reverse or adjust actions performed at the branch.

REVERSAL/ADJUSTMENT: A B C D R eXit		
Enter 'A' for Issues Reversal/Adjustment		
DATE: 06 MAY 97	TISA SYSTEM	AJK-695
BRANCH REVERSAL/ADJUSTMENT COMMAND MENU		
OPTION CODE	RING MENU SELECTION OPTIONS	
A	ISSUES	
B	RECEIPTS	
C	INVENTORY ADJUSTMENT	
D	DIRECT VENDOR DELIVERY	
R	RETURN TO BRANCH STOCK ACCOUNTING MENU	
X	EXIT FROM BRANCH TISA SUBSYSTEM	
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:		

Figure 13-9. Branch Reversal/Adjustment Command Menu Screen AJK-695.

13.3.3.1 Branch Issues Reversal/Adjustment Menu.

Select Option A from the Branch Reversal/Adjustment Command Menu and the Branch Issues Reversal/Adjustment Menu, Screen AJK-706 (fig. 13-10) is displayed. Processing instructions are at paragraph 5.8.1 of this manual.

NOTE: Reversal/Adjustment of PDO/Vet Samples can not be processed at the branch.

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ISSUES REVERSAL/ADJUSTMENT: A B C D R eXit			
Enter 'A' for ACTIVE ARMY			
DATE: 06 MAY 97		TISA SYSTEM	AJK-706
BRANCH ISSUES REVERSAL/ADJUSTMENT MENU			
OPTION CODE	RING MENU OPTIONS	OPTION CODE	RING MENU OPTIONS
A	ACTIVE ARMY	R	RETURN TO REVERSAL/ ADJUSTMENT COMMAND MENU
B	FORCED ISSUES		
C	WARMING BEVERAGE	X	EXIT FROM BRANCH TISA SUBSYSTEM
D	OTHER		
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:			

Figure 13-10. Branch Issues Reversal/Adjustment Menu Screen AJK-706.

13.3.3.2 Branch Receipts Reversal/Adjustment Menu.

Select Option B from the Branch Reversal/Adjustment Command Menu and the Branch Receipts Reversal/Adjustment Menu, Screen AJK-696 (fig. 13-11) is displayed. Processing instructions with the exception of option E, Prime Vendor/STORES, are at paragraph 5.8.2 of this manual. Processing instructions for Prime Vendor/Stores are at paragraph 12.2.

RECEIPTS REVERSAL/ADJUSTMENT: A B C D E R eXit			
Enter 'A' for DPSC/DSO/COMMISSARY			
DATE: 06 MAY 97		TISA SYSTEM	AJK-696
BRANCH RECEIPTS REVERSAL/ADJUSTMENT MENU			
OPTION CODE	RING MENU OPTIONS	OPTION CODE	RING MENU OPTIONS
A	DPSC/DSO/COMMISSARY	R	RETURN TO REVERSAL/ ADJUSTMENT COMMAND MENU
B	TURN-INS		
C	BPA	X	EXIT FROM BRANCH TISA SUBSYSTEM
D	LOCAL PURCHASE		
E	PRIME VENDOR / STORES		
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:			

Figure 13-11. Branch Receipts Reversal/Adjustment Menu Screen AJK-696.

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13.3.3.3 Inventory Adjustments.

Select Option C from the Branch Reversal/Adjustment Command Menu and the Inventory Adjustments Enter Items, Screen AJK-837 (fig. 13-12) is displayed. Processing instructions are at paragraph 5.8.3 of this manual.

```

DATE: 06 May 97                INVENTORY ADJUSTMENTS                AJK-837
BRANCH ID: W2DF55                ENTER ITEMS

WHEN FINISHED ENTERING DATA DEPRESS <ESC>.

                TIIN                ITEM NAME                BALANCE
                                ON HAND

                -

DEPRESS [ENTER] TO ENTER ANOTHER TIIN

```

Figure 13-12. Inventory Adjustments Enter Items Screen AJK-837.

13.3.3.4 DVD Adjust Receipted Customer Orders.

Select Option D from the Branch Reversal/Adjustment Command Menu and the Adjust Receipted Customer Orders, Screen AJK-786 (fig. 13-13) is displayed. Processing instructions are at paragraph 5.2.6 of this manual.

```
[
DATE:  [06 MAY 97]                ADJUST RECEIPTED CUSTOMER ORDERS                ]
                                         AJK-786

                                CUSTOMER ID:  [          ]

                                REQUIRED DELIVERY DATE:  [  ][  ][  ]
                                                         DD  MMM  YY

                                VENDOR ID:  [          ]

[

                                [          ][          ]

                                [ ]WHEN DATA ENTRY IS COMPLETE, DEPRESS [<Esc>    ]

                                [  ]
Enter the Customer ID of the order you wish to adjust, depress [<ENTER>]
```

Figure 13-13. Adjust Receipted Customer Orders Screen AJK-786.

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13.3.4 Branch Dining Facility to Dining Facility Menu.

Select Option D from the Branch TISA Stock Accounting Menu and the DF to DF Transfer of Subsistence, Screen AJK-680 (fig. 13-14) is displayed. Processing instructions are at paragraph 5.9.3 of this manual.

NOTE: Transfers can not be reversed or adjusted at the branch. Dining facility or branch personnel must create another DF to DF transfer to make the appropriate adjustments.

[]
DATE: 06 May 1997	DINING FACILITY ACCOUNT	AJK-680
BRANCH ID: W2DF55	DF TO DF TRANSFER OF SUBSISTENCE	
ENTER THE FOLLOWING:		
CUSTOMER ID:	[]	
TRANSFER NO:	[]	
TRANSFER DATE:	[][][]	
	DD MM YY	
TRANSFER TO:	[]	
[] DEPRESS ESCAPE WHEN ENTRY IS COMPLETE		
Enter the customer ID.		

Figure 13-14. DF to DF Transfer of Subsistence Screen AJK-680.

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13.4 Branch TISA Inventory Menu.

Select Option I from the Branch TISA Command Menu and the Branch TISA Physical Inventory Command Menu, Screen AJK-908 (fig. 13-15) is displayed. For processing instructions see Section 9 of this manual.

TISA Physical Inventory Command Options: A B C D E F G H R X			
Print Count Sheets.			
DATE: 10 Jan 98		BRANCH TISA PHYSICAL INVENTORY COMMAND MENU AJK-908	
OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A -	PRINT COUNT SHEETS	F -	FINAL INVENTORY (PHYSICAL INVENTORY MUST BE COMPLETED)
B -	ENTER INITIAL COUNTS		
C -	PRINT RECOUNT SHEETS	G -	CORRECT COUNT/RECOUNT ENTRY ERROR
D -	ENTER RECOUNT	H -	CANCEL PHYSICAL INVENTORY
E -	PRINT VARIANCE REPORT (PHYSICAL INVENTORY MUST BE COMPLETED)	R -	RETURN TO BRANCH TISA COMMAND OPTIONS MENU
		X -	EXIT FROM BRANCH TISA PROCESSING
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 13-15. Branch TISA Physical Inventory Command Menu Screen AJK-908.

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13.5 Branch TISA Storage Location Menu.

Select Option L from the Branch TISA Command Menu and the Storage Location Command Menu, Screen AJK-861 (fig. 13-16) is displayed. For processing instructions see Section 10 of this manual.

Storage Location: Add/Mod Delete Inquiry Print Report Return eXit			
Add or Modify Storage Location Process			
DATE: 06 MAY 97		STORAGE LOCATION COMMAND MENU	
		AJK-861	
OPTION CODE RING MENU SELECTION OPTIONS			
A		ADD/MODIFY STORAGE LOCATIONS	
D		DELETE STORAGE LOCATIONS	
I		INQUIRY ON STORAGE LOCATIONS	
P		PRINT STORAGE LOCATION REPORT	
R		RETURN TO COMMAND MENU	
X		EXIT FROM SUBSYSTEM PROCESSING	
ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:			

Figure 13-16. Storage Location Command Menu Screen AJK-861.

13.6 Branch TISA Reports and Inquiries Menu.

Select Option R from the Branch TISA Command Menu and the TISA System Branch TISA Reports and Inquiries Options Menu, Screen AJK-648 (fig. 13-17) is displayed.

REPORTS AND INQUIRIES: A B C D E R eXit			
Enter 'A' for Prime Vendor / Stores Inquiries			
DATE: 06 MAY 97		BRANCH TISA REPORTS AND INQUIRIES OPTIONS MENU	
		AJK-648	
OPTION CODE	RING MENU OPTIONS	OPTION CODE	RING MENU OPTIONS
A	PRIME VENDOR / STORES INQUIRIES	E	REPRINT REPORTS
B	WAREHOUSE STATUS REPORT	R	RETURN TO BRANCH TISA COMMAND MENU
C	MIF INQUIRY	X	EXIT FROM BRANCH TISA SUBSYSTEM
D	EARNINGS AND EXPENDITURES RECORD		
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:			

Figure 13-17. Branch TISA Reports and Inquiries Options Menu Screen AJK-648.

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13.6.1 Branch TISA Prime Vendor STORES Inquiries.

Select Option A from the Branch TISA Reports and Inquiries Menu and the Prime Vendor Orders/Receipt Inquiry, Screen AJK-905 (fig 12.2-17) is displayed. Inquiries can be performed for orders, receipts, or both. See Paragraph 12.2.6 for processing instructions.

13.6.2 Branch TISA Warehouse Status Report.

Select Option B from the Branch TISA Reports and Inquiries Menu and the Warehouse Inventory Status Report, Screen AJK-909 (fig 12.2-22) is displayed. This report will list the Inventory Status based on the data entered on the report screen. See Paragraph 12.2.9 for processing instructions.

13.6.3 Branch TISA Master Item File Inquiries Menu.

Select Option C from the Branch TISA Reports and Inquiries Menu and the Branch TISA Master Item File Inquiries Menu, Screen AJK-653 (fig. 13-18) is displayed. Inquiries may be performed by TIIN or FSC from this menu.

```
MASTER ITEM FILE INQUIRIES :  A  B  R  X
Master Item File Inquiry By TIIN !

DATE: 06 MAY 97                MASTER ITEM FILE INQUIRIES MENU                AJK-653

      OPTION CODE              DESCRIPTION
      A                      INQUIRY BY TIIN (Last 7 Digits Of NSN/MCN)
      B                      INQUIRY BY FSC (First 4 Digits Of NSN/MCN)
      R                      RETURN TO THE INQUIRIES MENU
      X                      EXIT FROM TISA PROCESSING

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.      OPTION CODE:
```

Figure 13-18. Branch TISA Master Item File Inquiries Menu Screen AJK-653.

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13.6.4 Branch TISA DF Earnings and Expenditures Record Inquiry.

Select Option D from the Branch TISA Reports and Inquiries Menu and the Dining Facility Account Monthly Earnings and Expenditures Record, Screen AJK-687 (fig. 13-19) is displayed. Inquiries can be performed for the current or previous month for all dining facilities, all dining facilities of a particular type, or and individual DF. The more information entered on the screen the fewer the number of dining facility records that will be available. Processing instructions are at paragraph 6.8 of this manual.

DATE: 06 May 1997	DINING FACILITY ACCOUNT	AJK-687
BRANCH ID: W2DF55	MONTHLY EARNINGS AND EXPENDITURES RECORD	
ENTER MONTH OF INQUIRY: [] ENTER "A" FOR ALL CUSTOMERS: [] OR ENTER CUSTOMER ID: [] ENTER TYPE CUSTOMER ACCOUNT: [] IF PRINT DESIRED, ENTER "P": [] DEPRESS <[ENTER]>		
Enter a 'C' for Current OR Enter a 'P' for Previous		

Figure 13-19. Monthly Earnings and Expenditures Record Screen AJK-687.

13.6.5 Branch TISA Reprint Reports.

Select Option E from the Branch TISA Reports and Inquiries Menu and the Reprint Reports, Screen AJK-874 (fig. 13-20) is displayed. Processing instructions are at paragraph 8.13 of this manual.

[DATE: [06 May 97]	REPRINT REPORTS	AJK-874]
PRODUCT CONTROL NUMBER (PCN) AJK - [] DATE PRINTED [][][][] DD MMM YY		
WHEN FINISHED ENTERING REPORT SELECTION CRITERIA, DEPRESS <ESC>		
ENTER THE PCN OF REPORT TO PRINT OR LEAVE BLANK		

Figure 13-20. Reprint Reports Screen AJK-874.

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13.7 Branch TISA Post Headcount Data.

Select Option H from the Branch TISA Command Menu and the Dining Facility Account Section A Subsistence Report, Screen AJK-689 (fig. 13-21) is displayed. This screen is the starting point for entering headcount for off-line customers. Processing instructions are found at paragraph 6.9 of this manual.

FOR MAINTENANCE ENTER AN 'M' - FOR INPUT DEPRESS <[ENTER]> HERE: []		
DATE: [06 May 97]	DINING FACILITY ACCOUNT SECTION A - SUBSISTENCE REPORT	AJK-689
ENTER THE CUSTOMER ID HERE: [] ENTER TYPE CUSTOMER ACCOUNT HERE: []		
ENTER THE DATES FOR WHICH HEADCOUNT IS BEING ENTERED HERE:		
(1) [] []	(2) [] []	(3) [] []
AFTER ENTERING DATES AND HEADCOUNT DATA DEPRESS <ESC>		
ENTER OPTION [] and DEPRESS <[ENTER]>		
Enter 'M' for Maintenance, <[ENTER]> for Input		

Figure 13-21. DFA Section A - Subsistence Report Screen AJK-689.

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Section 1
Abbreviations
and Acronyms

ACCT
account

ACT
activity

ADJ
adjustment

ADPE
automatic data
processing
equipment

ADS
Application
Development System

AFMIS
Army Food Management
Information System

AHC
Automated Headcount

AIS
Automated
Information System

ALW
allowance

AMT
amount

ARNG
Army National Guard

AUTH
authorized

AUTODIN
Automatic Digital
Network

BAL
balance

BAS
basic allowance
for subsistence

BCH
brunch

BDFA
basic daily food
allowance

BOH
balance on hand

BPA
blanket purchase
agreement

BRK
breakfast

BRN
brunch

BRT
B-Ration issue

CAL
calories

CASCOM
Combined Arms
Support Command

CBT
Computer-Based
Training

CFB
carried forward
balance

COB
close of business

COI
Chief of
Installation

CUM
cumulative

CUR
current

CUST ID
customer
identification code

DA
Department of the
Army

DAAS
Defense Automated
Address System

DCL
Development Center
Lee

DCSLOG
Deputy Chief of
Staff Logistics

DDT
DF to DF transfer

DESC
description

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DF
dining facility

DFF
Delivery Frequency
File

DFO
Dining Facility
Operations/Dining
Facility Operations
Subsystem

DFX
Dining Facility
Transmission File

DIC
document
identification code

DIN
dinner

DISMS
Defense Integrated
Subsistence
Management System

DLA
Defense Logistics
Agency

DOD
Department of
Defense

DODAAC
Department of
Defense Activity
Address Code

DOIM
Directorate/Director
of Information
Management

DON
document number

DSCP
Defense Supply
Center Philadelphia

DSO
dinner short order

DSO
Defense Subsistence
Office

DT
date

DVD
direct vendor
delivery

EM
End User Manual

ERF
Equipment
Replacement Function

ESC
escape key

EST
estimated

FAO
finance and accounting
office

FD
Functional
Description

FFAVORS
Fresh Fruit and
Vegetable Ordering
System

FM
Functional User
Manual

FORSCOM
U.S. Army Forces
Command

FSC
Federal Supply Class

FSO
food service officer

FSS
food service
sergeant

H/C
headcount

HC
headcount

HDCT
headcount

IAW
in accordance with

ICP
Interim Change
Package

IFA
Installation Food
Advisor/Installation
Food Advisor
Subsystem

IFF
Issue Frequency File

INV
inventory

IPD
issue priority
designator

ISA
issue adjustment

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ISR
issue reversal

ISS
issue

IUF
Installation Uniques
File

LCH
lunch

LP
local purchase

LUN
lunch

LSO
lunch short order

MAP
Military Assistance
Program

MCN
management control
number

MIF
Master Item File

MIS
Management
Information System

ML
meal

MON
monetary

MPA
Military
Personnel
Army

MPP
Menu Planning
Program

NBK
night breakfast

NDN
night dinner

NSN
national stock
number

NLT
not later than

OM
Computer Operations Manual

OMA
Operation and
Maintenance
Army

PA
Proponent Agency

PAC
Personnel Action
Center

PCN
product control
number

PD
period

POS
Point Of Sale

PORT
portion

QTY
quantity

RBP
ration breakdown
point

RCM

reduced price
commissary items

RCT
receipt

RCP
recipe

RDD
required delivery
date

RHF
Recipe Header File

RIC
routing identifier code

RIF
Recipe Instruction File

RIN
Recipe Ingredient
File

RISA
Reimbursable
Issues/Sales Account

ROQ
recommended order
quantity

ROS
report of survey

RQN
requisition

S/C
surcharge

SCP
Software Change
Package

SD
System Developers
Manual

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SEIP
Standard Engineering
Installation Package

SIK
subsistence in
kind

SOC
statement of charges

SOP
Standing Operating
Procedure

SQL
source query
language

SSA
Supply Support
Activity

SSF
Single Stock Fund

STANFINS
Standard Army
Financial System

STAT
status

STORES NT
Subsistence Total Order And
Receipt Electronic System
NT

TIIN
TISA item
identification
number

TISA
Troop Issue
Subsistence
Activity/Troop Issue
Subsistence Activity
Subsystem

TISO
Troop Issue
Subsistence Officer

TOD
today

TOT
total

TRADOC
U.S. Army Training
and Doctrine Command

TRA
turn-in adjustment

TRF
Transaction Register
File

TRI
transfer-in (TISA to
TISA)

TRN
turn-in

TRO
transfer-out (TISA
to TISA)

TRR
reversed turn-in

TTI
TSA test item

UAC
underdrawn account
adjustment

U/I
unit of issue

UM
unit of measure

UPR
unit price

U/P
unit price

USAR
U.S. Army Reserve

VIF
Vendor Information
File

VRGC
voucher register and
general control

WT
weight

XFR
transfer

Section 2

Terms

Acronym

An artificial word formed from the first letter of each word in a phrase (e.g., TISA from Troop Issue Subsistence Agency).

Alphabetic (A)

The characteristic of being formed wholly by letters of the alphabet.

Alphanumeric (AN)

The characteristic of being formed by alphabetic, numeric, or a combination of alphabetic and numeric characters.

Application program

A set of computer instructions that allows you to complete a specific task; for example, order entry, invoicing, word processing.

Backup copy

A duplicate copy of a volume, directory, or file that is archived, copied on a floppy diskette, or archived on a tape cartridge.

Baseline

A version of the computer program. Expressed as a number; for example, SCP 04.

Baud rate

Number of signaling elements (bits) transmitted per second.

Booting

Bringing the system up so that it can be used.

Buffer

A temporary storage for data waiting to be printed so the CPU can do other tasks.

Edit

To make changes, additions, or deletions to a file, document, program, or data.

Function key

One of 14 keys in a horizontal row across the top of the keyboard. Labeled F1 thru F14. Used to perform a transaction or to manipulate the screen.

Function key set

Display on a screen of the name(s) of one or more of the function keys. The purpose is to identify the key to use to perform a selected function. The display shows the name of the function (insert, delete, etc.).

Hardcopy

Any form of information or data displayed on paper.

Hardware

The physical components that make up the computer system, including the monitor, keyboard, printer, etc.

Highlight

A steady light, horizontal in shape, that covers a data field on the screen. Notifies the operator to select a process or transaction name from a list and enter that name. Sometimes called a highlighter.

Initialization

The process of preparing a diskette by formatting it, testing it for surface defects, writing control structures on it, and creating files.

Inquiry

Asking/inquiring/accessing a database for information. Also called query.

Interface

A process or piece of hardware designed to make two different systems or devices work together.

Intensive Management Code

A code used to identify a subsistence item for intensive management.

Inventory Management

The dollar value of all subsistence items in inventory.

Keyboard

The part of the computer which allows you to enter data manually.

Key data

Groups of characters, usually a field, used to identify or locate a record.

Logon (verb)

To sign on to the system.

Logout (verb)

To sign out when an operator has finished.

Modem

A unit that modulates and demodulates digital information; a device which translates digital signals to analog signals; enabling transmission of the information across communication lines which may be commercial telephone lines or field and radio.

Monitor

The part of the computer that displays information on television-like units. Also called a screen or terminal.

Password

A security measure. Can be assigned to a user, device, volume, directory, file, or process. Once assigned, the password is needed to gain access to the designated levels of the system.

Power-down

Term used to describe the steps for turning off the computer.

Power-up

Term used to describe the steps for turning on the computer.

Printer

The part of the system that produces printed (hard copy) output.

Problem report

The notification from a user to report a software problem.

Process

To carry out a function.

Program

A logically arranged set of instructions defining the operations that the computer performs.

Prompt

A signal from the computer indicating that it is ready to receive a response from the operator.

Query (verb or noun)

See Inquiry.

Queue

A waiting line created by the computer when it can't take action immediately.

Spooler

Means by which output is placed in a queue (temporary holding area) to await transmission for printing.

System Administrator

The person responsible for planning and controlling the use of hardware and software.

Transaction

Action (e.g., add, delete) on a record or group of records.

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APPENDIX B

Sample SOP

<p>Sample SOP</p> <p>DEPARTMENT OF THE ARMY Headquarters, XXth XXXXXX Directorate of Logistics Fort XXXXXXXX, XXXXXX XXXXX-XXXX</p> <p>XXXX-XXX</p> <p style="text-align: right;">(date)</p> <p style="text-align: center;">SOP FOR AFMIS-TISA OPERATIONS SUBSYSTEM</p> <p style="text-align: center;">SECTION 1. INTRODUCTION</p> <p><u>1-1 Purpose.</u> To outline policies and procedures to assist TISA personnel in operating the TISA Subsystem.</p> <p><u>1-2 Scope.</u> The policies and procedures in this SOP are in addition to those contained in the TISA End User Manual. The proponentcy for this SOP is the _____.</p> <p><u>1-3 Definitions.</u></p> <p style="margin-left: 40px;">a. Army Food Management Information System (AFMIS): Software developed by the US Army Software Engineering Center-Lee (SEC-L), Fort Lee, VA, to provide an automated Class I and food management system.</p> <p style="margin-left: 40px;">b. TISA: The Class I Troop Issue Subsistence Activity. Authorized users of this subsystem are:</p> <p style="margin-left: 120px;">(List TISA users)</p> <p style="margin-left: 40px;">c. IFA: The Installation Food Advisor Activity. Authorized users of this subsystem are:</p> <p style="margin-left: 120px;">(List IFA users)</p> <p style="text-align: center;">1</p>	
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Figure B-1. Sample SOP (page 1 of 7).

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1-3 Definitions (continued).

d. DFO: The Dining Facility Operations Activity. Authorized users of this subsystem are:

(List DFO users)

e. System Administrator (SA): The individual at the installation designated to be a single point of contact for all problems/changes in the AFMIS System (software or hardware). The SA for AFMIS is _____.

SECTION 2. PROBLEMS IN AFMIS

2-1 Problem Reports. This section explains the correct procedures for reporting problems. A hardware or software failure which stops the system or a specific process from functioning is handled as follows:

a. The SA will phone in the problem to the Fort Lee Customer Assistance Office, DSN 687-1051.

b. The SA will follow up the problem by submitting a DA Form 5005-R (Engineering Change Proposal-Software) to the MACOM.

2-2 Engineering Change Proposal -Software (ECP-S). This document is routinely used to suggest enhancements for the system. Submit the ECP-S (DA Form 5005-R) through your SA. Prepare a separate DA Form 5005-R for each problem or recommendation. The routing address for all ECP-S requests is the MACOM. See appendix E of this manual.

SECTION 3. SYSTEM ADMINISTRATOR RESPONSIBILITIES

3-1 General. This section outlines the responsibilities of the system administrator.

3-2 Policies and Procedures. Once the installation is in live production, the SA becomes the point of contact. The users contact the SA for assistance, guidance, and resolution of processing and equipment problems. The following policies and procedures should be established:

Figure B-2. Sample SOP (page 2 of 7).

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3-2 Policies and Procedures (continued).

- a. Create an AFMIS log book to record all calls for assistance and to categorize the nature of problems reported. The SA should also record the action taken and whether or not the solution or assistance provided worked, or had to be referred to the Customer Assistance Office for resolution.
- b. Establish procedures to assign user IDs and passwords. This should include a periodic change of passwords to prevent unauthorized access to the system. Provide users with guidelines concerning system access and unauthorized use of passwords.
- c. Coordinate with DPSC to receive the monthly price change tape or DDN Transmission. Load the tape(if applicable) and the information is downloaded to the Master Item File (MIF).
- d. Coordinate with the Finance and Accounting Office to ensure STANFINS transmissions are provided.
- e. Coordinate and run End of Day and End of Month Batch processes. Provide a time schedule to users for these processes.
 - (1) End of Day Batch Process: This process will be run Monday thru Friday between the hours of _____ and _____. Users must log off the system before you run this process.
 - (2) Run Times: Coordinate run times with the DOIM (if applicable) and all AFMIS users. A delay in the run time may be required on Mondays and the day after a holiday due to heavier workloads.
 - (3) End of Month Batch Process: Coordinate a run time for this process with all users. The End of Day Batch process must be completed first, and all monthly TISA accounts closed before you can run the End of Month Batch process.
 - (4) Printed Files and Reports: Use the End of Day and End of Month printed files and reports to help conduct the TISA's ongoing operation.
- f. File Backup Procedures. AFMIS data files must be backed up regularly. The backups are used to restore lost or damaged files.

Figure B-3. Sample SOP (page 3 of 7).

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3-2 Policies and Procedures (continued).

- (1) Daily file backups are performed as a part of the End of Day Batch processing.
- (2) Monthly file backups require approximately 2 tapes. Maintain the tapes on file until you complete the next backup.
- (3) Set up and maintain a tape library for TISA files purged on a monthly or quarterly basis.

SECTION 4. TISA PROCESSING SCHEDULES

4-1 General. The TISO or the TISO's designated representative is responsible for setting up the TISA's operating or processing schedule. The following information is provided to help you set up a schedule for your TISA.

4-2 Daily Processing. Daily processing consists of processes you run every day or several times a week as a part of normal TISA operations.

- a. Run the End of Day Batch process when the TISA completes its interactive processing for the day.
- b. The end-of-day run updates the TISA files and creates transactions for the installation STANFINS on a daily basis.

NOTE: When the AFMIS Server is located at the DOIM instead of the TISA, all end-of-day runs must be coordinated with the DOIM supervisor.

4-3 Weekly Processing. There are no TISA processes required to be run on a weekly basis. However, it is recommended that you run the DVD Review/Adjust Customer Orders process, and the Review Vendor Orders process to keep abreast of required delivery dates and the items scheduled for delivery by a specific vendor.

4-4 Monthly Processing. Monthly processing consists of processes you are required to run at the end of the accounting period.

Figure B-4. Sample SOP (page 4 of 7).

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- a. Run the End of Month Batch process after TISA completes interactive processing at the end of the month. The end-of-month run updates files, and creates output transactions for the TISA, DFOs, STANFINS, and DISMS.
- b. Run the Initial DVD Obligation Estimate process so you can obligate DVD items for the next accounting period. These obligations are sent to STARFIARS and the contracted vendor.
- c. Run the DVD Closing Obligation Estimate process to close all DVD Obligation Estimates for the previous accounting period.
- d. Run the DPSC MIF Update process to load new DPSC price changes to the MIF for the next accounting period.
- e. Run the Close DF Accounts process to close customer accounts for the previous accounting period.
- f. Run the VRGC Closing process to establish the book value of subsistence on hand at the end of each accounting period. The TISO is accountable for the total value of the book inventory.
- g. Run the 2969 Report process to consolidate the TISA's food cost and feeding strength summaries that are forwarded to higher headquarters.
- h. Run the Compute BDFA process to show the monetary value of a particular meal for each accounting period.
- i. See section 11 (para 11.4) of this manual for a list of actions you must take after the end of month is completed.

Figure B-5. Sample SOP (page 5 of 7).

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4-5 Quarterly Processing. Run the VRGC Closing process to establish the book value for accountable quarterly inventory. This is done to establish accountability by the TISO for those three quarterly periods when the annual accountability inventory is not completed.

4-6 End of Fiscal Year Processing. At the end of the fiscal year, all TISA functions must be accessed to query any outstanding transactions. There can be no open receipts, all customer accounts must be closed, and the annual accountable inventory accomplished between the 26th and last calendar day of the October accounting period.

4-7 As Required Processing. As required processing consists of inquiries and other processes that you don't use on a regular basis. The Purge process should be run on a regular basis or as determined by the SA or TISO. You can use the remaining processes at any time.

- a. Excess Cost Adjustments Process.
- b. Reduced Price Commissary Items Process.
- c. Transaction Register File Inquiries Process.
- d. Create Special Items Rqns Process.
- e. Purge DF Accounts Process.
- f. Purge TRF Process.
- g. Purged Doc Hist Records Inquiry Process.
- h. Purge Aged Doc Hist Records Process.
- i. Purge 3161 Header/Trailer Process.
- j. Create Follow Up Records

Figure B-6. Sample SOP (page 6 of 7).

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4-7 As Required Processing (continued).

- k. DFO Interface - ROS, SOC, XRF Process.
- l. DFO Interface - Headcount Process.
- m. DFO Interface - Turn-ins Process.
- n. DFO Interface - DVD Shopping Lists Process.
- o. DFO Interface - ARCS Shopping Lists Process.
- p. Bulletin Board Maintenance.
- q. Transfers.
- r. Reports of Survey and Statement of Charges.

Figure B-7. Sample SOP (page 7 of 7).

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APPENDIX C

Outputs

C-1 Outputs.

a. The TISA Subsystem produces numerous subsistence reports. Each hard copy report is identified by a Product Control Number (PCN) and is discussed in this appendix.

b. The following list shows the outputs:

PCN	Title
AJK-1F1	DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report
AJK-1I1	Financial Accounting (Headcount) Transaction Error Listing - DFO to TISA Report
AJK-2I1	Adjustment Voucher (DA Form 3295-1-R) Report
AJK-2L1	Voucher Register and General Control DA Form 3295-R Report
AJK-2L2	Statement of Gains and Losses DA Form 4170-R Report
AJK-3B1	DVD New Vendor Information Report - Current
AJK-3B2	DVD Updated Vendor Information Report - Current
AJK-3B3	DVD Deleted Vendor Information Report - Current
AJK-3E1	File Maintenance Field Menu Report
AJK-4D1	NSNs Flagged for Deletion (DFO Not Notified) Report
AJK-4D2	NSNs Flagged for Deletion (DFO Notified) Report
AJK-4I1	File Maintenance/BDFA Report
AJK-4J1	DPSC MIF Update Report - Price Changes
AJK-4J2	DPSC MIF Update Report - Unit of Issue Changes
AJK-4J3	DPSC MIF Update Report - Seasonal Items No Longer Available
AJK-4J4	DPSC MIF Update Report - Monthly
AJK-4P1	DD Form 708 Facsimile - Inventory Adjustment Monetary Account - Perishable Report
AJK-4P2	DD Form 708 Facsimile - Inventory Adjustment Monetary Account - Semiperishable Report
AJK-5A1	Transaction Register Inquiry Report
AJK-688	Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditure Record
AJK-6G1	Issue Frequency Schedule of ARCS Issues Report
AJK-6G2	Issue Frequency Schedule of FRIS Issues Report
AJK-6H1	Food Cost and Feeding Strength Summary Report
AJK-6I1	Not In Stock Report
AJK-6I2	Projected Not In Stock Report
AJK-6J1	Open Due-in Listing Report

PCN	Title
AJK-6K1	Master Item File Price List Report
AJK-6L1	Price List Change Report
AJK-6M1	Daily Transaction Register Report
AJK-6N1	Monthly Transaction Register Report
AJK-6P1	Transaction Register Purge Report
AJK-752	Data Loaded to Transaction File Report
AJK-753	Data Sent to On-line Dining Facilities Report
AJK-794	Financial Accounting VRGC Inquiries Report
AJK-7B1	Accountable Inventory Count Sheet Report
AJK-7B2	Accountable Inventory Recount Sheet Report
AJK-7E1	Accountable Inventory Report
AJK-7F1	TISA Variance Report
AJK-7G1	Open Receipts List (VRGC) Report
AJK-7G2	Open Receipts List (Turn-ins) Report
AJK-993	Location Survey Report
AJK-995	Master Locator Report
AJK-CIF	Customer Information File Report
AJK-MIF	Master Item File Report
AJK-OX1	Unreceipted Orders Inquiry (by RDD and Category) Report
AJK-T71	SF 36 - Non-BPA Local Purchase Report
AJK-T72	SF 36 - Receiving Report
AJK-T73	SF 36 - BPA Order Report
AJK-T74	SF 36 - Corrected Receiving Report
AJK-T81	Inquiry on All BPA Orders Report
AJK-T82	Detailed Inquiry on a BPA Order Report
AJK-TG1	DPSC Released Requisition List Report - Perishable (Deleted)
AJK-TT1	DPSC Candidate Requisition List Report - Perishable
AJK-TT2	Local Purchase Candidate Requisition List Report - Semiperishable
AJK-VC1	SF 36 - Local Purchase Receiving Report
AJK-VIF	Vendor Information File Report
AJK-VS1	Inventory Adjustment Report
AJK-VT1	Receipt Reversal Report
AJK-VU1	Turn-in Reversal/Adjustment Report
AJK-VX1	SF 36 - Local Purchase Receiving Report - Corrected
AJK-X01	DA Form 3161 Facsimile - ARCS Shopping List Report
AJK-X01	DA Form 3161 Facsimile - Damaged/Forced Issues Report
AJK-X01	DA Form 3161 Facsimile - Other Issues Shopping List Report
AJK-XB1	ID ARCS Customer Requirements Report
AJK-XC1	Query All Shopping Lists Report
AJK-XD1	Harborcraft Issue Report
AJK-XE1	DA Form 3294 Report (Facsimile)
AJK-XC2	ARCS Shopping List Report - Query/Modify
AJK-XC2	ARCS Shopping List Report - Execute
AJK-XC3	Box Lunch Shopping List Report - Query/Modify

PCN	Title
AJK-XC3	Box Lunch Shopping List Report - Execute
AJK-XC3	FRIS Shopping List Report - Query/Modify
AJK-XC3	FRIS Shopping List Report - Execute
AJK-XC4	Other Issues Shopping List Report - Query/Modify
AJK-XC4	Other Issues Shopping List Report - Execute
AJK-XC5	Damaged/Forced Issues Report - Query/Modify
AJK-XC5	Damaged/Forced Issues Report - Execute
AJK-XC6	Warming Beverage Shopping List Report - Query/Modify
AJK-XC6	Warming Beverage Shopping List Report - Execute
AJK-XQ1	Shopping List Retrieval Report - EOD
AJK-XQ2	Shopping List Retrieval - Error Report
AJK-XS1	Issues Reversals Report (Perishable)
AJK-XT1	Issues Reversals Report (Semiperishable)
AJK-XW1	Summary of Warehouse DVD Requirements Report
AJK-YE1	Status Records Deleted from the Document History Input File Report
AJK-YG1	Follow-up Records Issued Report
AJK-YM1	Document History Manager Referral List Report
AJK-YN1	Document History Manager Daily Activity Report
AJK-YP1	Document History Daily Activity Report
AJK-YS1	Document History Purged DHF Records Report
AJK-YU1	Summary of Transactions Sent to DPSC: TISA to DPSC Report
AJK-YV1	DPSC to TISA Report - TISA Status Records
AJK-YV2	DPSC to TISA Report - Non TISA Status Records
AJK-ZO1	DVD Transaction Error Listing - DFO to TISA Report
AJK-ZO2	DVD Requirements - DFO to TISA Report
AJK-Z11	Direct Vendor Delivery Missed Requirements Report
AJK-Z12	Direct Vendor Delivery Open Expired Obligations Report
AJK-ZB1	Direct Vendor Delivery Requirements Estimate Report
AJK-ZG1	Purged Records From Obligation Estimate File Report
AJK-ZG2	Purged Records From Customer Order File Report
AJK-ZG3	Purged Records From Vendor Order File Report
AJK-ZG4	Obligation Estimate File Exception Report
AJK-ZG5	Customer Order File Exception Report
AJK-ZG6	DVD Vendor Order File Exception Report
AJK-ZH1	SF 36 - Initial DVD Obligation Estimate Report
AJK-ZH2	SF 36 - Closing DVD Obligation Estimate Report
AJK-ZP1	DVD Adjusted Customer Receipt Report
AJK-ZR1	DVD Vendor Order Recap Report
AJK-ZR2	DVD Customer Order Report
AJK-ZS1	DVD Extract of Items Exceeding the Obligation Estimate Report
AJK-1Q1	AFMIS STARFIARS Tape Transactions Report
AJK-771	Summary of STARFIARS Transactions Written to Tape: STARFIARS to Tape Report.
AJK-1R1	Transfer Reversal/Adjustment DA Form 3161 Facsimile Report Transfer In
AJK-1R1	Transfer Reversal/Adjustment DA Form 3161 Facsimile Report - Transfer Out
AJK-1W1	Transfer From Another TISA DA Form 3161 Facsimile Report
AJK-1W1	Transfer to Another TISA DA Form 3161 Facsimile Report
AJK-7J1	DPSC Released Requisitions List Report - Perishable
AJK-981	Master Item File Negative Balance Report

PCN	Title
AJK-1B1	DA Form 3161 Facsimile - DF to DF Transfer Report
AJK-4Q1	Issue Frequency Schedule for _____ Report
AJK-4J1	DA Form 3161 Facsimile - Turn-in Report
AJK-YI1	Document History Inquiry Report
PCN-Z3R	Single Stock Fund – TA20 Records Report
AJK-AF1	Prime Vendor Receipt Report
AJK-AG1	Prime Vendor Order Report
AJK-AG2	Prime Vendor Receipt Report
AJK-AG3	Prime Vendor Receipt Reversal Report
AJK-AH1	AFMIS SPVI Conversion (On MIF Not On SPVI) Report
AJK-AH2	AFMIS SPVI Conversion (On SPVI Not On MIF) Report
AJK-AH3	AFMIS SPVI Conversion (MIF/SPVI Matches) Report
AJK-AH4	AFMIS/SPVI Pre-Order Check Report
AJK-AI1	TISA Prime Vendor Warehouse Inventory Status Report
AJK-AJ1	Prime Vendor Order Report (Adjustment)
AJK-AL1	TISA Prime Vendor Orders & Receipts Inquiry Report
AJK-AR1	Prime Vendor Order Report
AJK-AY1	Prime Vendor Receipt Reversal Issues Adjustment Report

C-2 DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report, PCN AJK-1F1 (fig. C-1).

```
DATE:  28 JUL 89                                TROOP ISSUE SUBSISTENCE ACTIVITY                                PCN AJK-1F1
                                                TISA BATCH PROCESSES
                                                DFO TO TISA (ROS, SOC, XFR)
                                                TRANSACTION ERROR LISTING

*****
**
**                                TRANSACTION INPUT RECORDS = 0                                **
**                                                                                               **
*****
```

Figure C-1. DFO to TISA (ROS, SOC, XFR) Transaction Error Listing Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show ROS, SOC, or XFR transaction errors received from the DFOs. These transactions are not processed.
- c. Contact the DFOs and let them know what the errors are. Ask them to correct the errors and resubmit the ROS, SOC, or transfers.

C-3 Financial Accounting (Headcount) Transaction Error Listing - DFO to TISA Report, PCN AJK-111, (fig. C-2).

DATE:	05 DEC 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-111
		FINANCIAL ACCOUNTING (HEADCOUNT)	
		TRANSACTION ERROR LISTING--DFO TO TISA	
TRANS	ACTV	HCOUNT	
CODE	CODE	DATE	
INV	YDF001	12/04/1990	
Amount of Inventory Must be Greater than 0 and not Null!			
INV	YDF002	12/04/1990	
Amount of Inventory Must be Greater than 0 and not Null!			
INV	YDF003	12/04/1990	
Amount of Inventory Must be Greater than 0 and not Null!			
Report will print multiple pages until all error listings are recorded.			
INV	YDF005	12/05/1990	
Amount of Inventory Must be Greater than 0 and not Null!			
INV	YDF007	12/05/1990	
Amount of Inventory Must be Greater than 0 and not Null!			
TOTAL TIN RECORDS READ:		18	
TOTAL ERROR RECORDS:		12	
		TOTAL RECORDS PROCESSED:	6

Figure C-2. Financial Accounting (Headcount) Transaction Error Listing - DFO to TISA Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show a list of transactions that are not processed because of errors. It includes the transaction code, activity code, and headcount date.
- c. The bottom portion of the report lists the total number of records read, total number of records processed, and total number of records in error.

C-4 Adjustment Voucher (DA Form 3295-1-R) Report, PCN AJK-2I1 (fig. C-3).

DATE:	10 Apr 90	ADJUSTMENT VOUCHER (DA FORM 3295-1-R)	PCN AJK-2I1
VOUCHER NUMBER:		Apr	7
ADJUSTMENT OF VOUCHER:		APR	6
ADJUSTMENT DESCRIPTION:		ADJUST APR	6
PERISHABILITY CODE:		P	
AMOUNT OF INCORRECT ENTRY			6371.95
AMOUNT THAT SHOULD HAVE BEEN ENTERED:			6471.95
TOTAL DEBIT ADJUSTMENT:			100.00
TOTAL CREDIT ADJUSTMENT:			.00
PERISHABLE DEBIT ADJUSTMENT:			100.00
PERISHABLE CREDIT ADJUSTMENT:			.00
SEMI-PERISHABLE DEBIT ADJUSTMENT:			.00
SEMI-PERISHABLE CREDIT ADJUSTMENT:			.00
SIGNATURE:	_____		
REMARKS:	_____ _____		

Figure C-3. SF 36 - Adjustment Voucher (DA Form 3295-1-R) Report (example).

- a. This report is produced in the Adjustment Vouchers process (section 6).
- b. Use this report to show the voucher number and commodity group adjusted. It includes the adjustment description, perishability code, amount of incorrect entry, and amount that should have been entered.
- c. The report also includes the total debit or credit adjustment, perishable debit or credit adjustment, and semiperishable debit or credit adjustment.
- d. This report can contain remarks about the adjustment voucher. It must be signed by the TISO or designated representative before it is complete.

C-5 Voucher Register and General Control DA Form 3295-R Report, PCN AJK-2L1 (fig. C-4).

DATE: 02 Jun 90		TROOP ISSUE SUBSISTENCE ACTIVITY FINANCIAL ACCOUNTING VOUCHER REGISTER AND GENERAL CONTROL DA FORM 3295-R				PCN AJK-2L1	
ACCOUNT OF: MR. PETRUS TAX				ACCOUNTING PERIOD: May 90			
NAME AND LOCATION OF INSTALLATION: TISA							

DETAIL			TOTAL		PERISHABLE		SEMI PERISHABLE	
DT	VOU NO	DESCRIPTION	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
01	001	INV (BOOK)		657,257.18	200,550.90	.00	456,706.28	.00
01	0002	IAMA PERISHABLE	5,098.84	4,961.72	5,098.84	4,961.72	.00	.00
01	003	IAMA SEMIPERISH	619.40	411.40	.00	.00	619.40	411.40
Report will continue to list individual transactions until all have been listed.								
31	054	INTERSTATE BRAN	5,716.97	.00	5,716.97	.00	.00	.00
31	057	FORCED ISSUES	.00	34.45	.00	19.85	.00	14.60
31	060	NAT'L GD - VA	.00	3,645.22	.00	2,637.27	.00	1,007.95
31	065	MRE'S ACT ARMY	.00	-13,035.57	.00	.00	.00	-13,035.57
31	075	*SUBTOTAL	871,681.08	140,027.80	384,239.02	98,917.42	487,442.06	41,110.38
31	076	*BOOK INVENTORY	.00	731,653.28	.00	285,321.60	.00	446,331.68
31	077	*BALANCE	871,681.08	871,681.08	384,239.02	384,239.02	487,442.06	487,442.06

*DENOTES MEMO ENTRY

Figure C-4. Voucher Register and General Control DA Form 3295-R Report (example).

- a. This report is produced in the VRGC Closing process (section 6).
- b. Use this report to show the daily monetary transactions posted to the VRGC. It includes the name of the account holder, accounting period, and name and location of the installation.
- c. The report also includes the date of transaction, voucher number, description of transaction, total debit or credit dollar value, perishable debit or credit dollar value, and semiperishable debit or credit dollar value.

C-6 Statement of Gains and Losses DA Form 4170-R Report, PCN AJK-2L2 (fig. C-5).

DATE: 08 Apr 91	TROOP ISSUE SUBSISTENCE ACTIVITY FINANCIAL ACCOUNTING VOUCHER REGISTER AND GENERAL CONTROL STATEMENT OF GAINS AND LOSSES DA FORM 4170-R PERIOD	PCN AJK-2L2
	FROM: Feb 01 1991 TO: Apr 08 1991	

ACCOUNTING SECTION OR SUB SECTION	VALUE OF TRANSACTIONS	% OF ALLOWANCE	AUTHORIZED ALLOWANCE	DIFF IN BOOK & ACCT INV
PERISHABLE	7202.45	.005	36.01	227.45
SEMIPERISHABLE	-1088.19	.005	-5.44	152.23
TOTAL	6114.26	.005	30.57	379.68

REMARKS:

THE VALUE OF THE GAINS AND LOSSES AND THE TOTAL VALUE OF ISSUES, SALES, AND TRANSFERS INDICATED ABOVE ARE CORRECT AND ARE PROPERLY ACCOUNTED FOR IN MY ACCOUNT. THE TOTAL VALUE OF GAINS AND LOSSES DOES NOT EXCEED THE AMOUNT AUTHORIZED BY CURRENT REGULATIONS UNLESS OTHERWISE NOTED.

ACCOUNTABLE OFFICER	EXAMINED AND APPROVED
DATE	VOUCHER NUMBER
	(APR) 011

Figure C-5. Statement of Gains and Losses DA Form 4170-R Report (example).

- a. This report is produced in the VRGC Closing process (section 6).
- b. Use this report to show the values of gains and losses at the TISA after completion of an accountability inventory. It includes the from and to dates of the inventory period.
- c. The report also includes the accounting section, value of transactions, percentage of allowances, authorized allowances, and difference between the book and accountability inventory.
- d. The bottom portion of the report can contain remarks about the inventory. It must be signed by both parties before it is complete.

C-7 DVD New Vendor Information Report - Current, PCN AJK-3B1 (fig. C-6).

DATE:	20 Apr 93	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-3B1			
FILE MAINTENANCE									
DVD NEW VENDOR INFORMATION REPORT - CURRENT									
DVD VENDOR CATAGORY: DAIRY									
VENDOR ID:	KK1234	CONTRACT NUMBER:	ABCD00-00-A-1234	EFFECTIVE DATE OF CONTRACT:	01 May 93				
VENDOR NAME:	KWIC KREME CORP			ENDING DATE OF CONTRACT:	30 Jun 93				
POINT OF CONTACT NAME:	B. SMITH			POINT OF CONTACT PHONE NUMBER:	(805) 555-1234				
CONTRACT ITEM SEQUENCE NUM		NATIONAL STOCK NUMBER/NSN	ITEM NAME	DVD DELIVERY DAYS				CONTRACT PRICE	
				SUN	MON	TUE	WED	THU	FRI SAT
1		8910-01-T61-4933	MILK WHITE LOWFAT 1/2 PT	X			X		X
									□ .5300

Figure C-6. DVD New Vendor Information Report - Current (example).

- This report is produced in the Vendor Information File process (section 7).
- Use this report to show DVD items scheduled for delivery by a new vendor.
- The report includes the DVD category, vendor ID code, contract number, vendor's name, and beginning and ending dates of the contract. It also includes the contract item sequence number, NSN, item name, DVD delivery schedule, and item contract price.

C-8 DVD Updated Vendor Information Report - Current, PCN AJK-3B2 (fig. C-7).

DATE:	20 Apr 93	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)		PCN AJK-3B2							
FILE MAINTENANCE											
DVD UPDATED VENDOR INFORMATION REPORT - CURRENT											
DVD VENDOR CATEGORY: BAKERY											
VENDOR ID:	KK1290	CONTRACT NUMBER:	DAL13H-90-D-V661	EFFECTIVE DATE OF CONTRACT:	01 May 93						
VENDOR NAME:	KWIC KREME DOUGHNUT CORPORATION			ENDING DATE OF CONTRACT:	30 Jun 93						
POINT OF CONTACT NAME:				POINT OF CONTACT PHONE NUMBER:()	-						
	CONTRACT ITEM SEQUENCE NUM	NATIONAL STOCK NUMBER/NSN	ITEM NAME	DVD DELIVERY DAYS				CONTRACT PRICE			
				SUN	MON	TUE	WED	THU	FRI	SAT	
	33	1234-56-T88-8888	ABC		X	X	X	X	X	X	\$ 2.0000
	34	1234-56-T99-9999	DONUTS, ORANGE		X	X	X	X	X	X	3.0000
	54	8920-00-T16-0057	DONUTS PLAIN		X	X	X	X	X	X	1.4875
	55	8920-00-T16-0054	DONUTS GLAZED		X	X	X	X	X	X	1.3488
	56	8920-00-T16-0055	DONUTS CREAM/JELLY FILL		X	X	X	X	X	X	1.7088
	57	8920-00-T82-3011	PIE FRUIT FILL ASSTD 4 OZ	X	X	X	X	X	X	X	.3875

Figure C-7. DVD Updated Vendor Information Report (example).

- This report is produced in the Vendor Information File process (section 7).
- Use this report to show DVD items for a specific category being delivered by a current vendor.
- This report shows the vendor ID code, vendor's name, DVD delivery schedule by day, and effective dates of the current contract.

C-9 DVD Deleted Vendor Information Report - Current PCN AJK-3B3 (fig. C-8).

DATE:	27 Apr 93	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-3B3																																																																																																						
FILE MAINTENANCE																																																																																																												
DVD DELETED VENDOR INFORMATION REPORT - CURRENT																																																																																																												
DVD VENDOR CATEGORY: BEVERAGE																																																																																																												
VENDOR ID:	P27000	CONTRACT NUMBER:	DALOPP-11-1-1111				EFFECTIVE DATE OF CONTRACT:	1 May 93																																																																																																				
VENDOR NAME:	JOE'S BAR & GRILL				ENDING DATE OF CONTRACT:	31 Dec 93																																																																																																						
POINT OF CONTACT NAME:	IC PETER				POINT OF CONTACT PHONE NUMBER:	(452) 111-1111																																																																																																						
<table border="1"> <thead> <tr> <th>CONTRACT ITEM</th> <th>NATIONAL STOCK</th> <th>ITEM NAME</th> <th colspan="7">DVD DELIVERY DAYS</th> <th>CONTRACT</th> </tr> <tr> <th>SEQUENCE NUM</th> <th>NUMBER/NSN</th> <th></th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td colspan="11">*****</td> </tr> <tr> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> </tr> <tr> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> </tr> <tr> <td colspan="11">ALL DVD ITEMS WERE DELETED FROM P27000'S CONTRACT</td> </tr> <tr> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> </tr> <tr> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> </tr> <tr> <td colspan="11">*****</td> </tr> </tbody> </table>										CONTRACT ITEM	NATIONAL STOCK	ITEM NAME	DVD DELIVERY DAYS							CONTRACT	SEQUENCE NUM	NUMBER/NSN		SUN	MON	TUE	WED	THU	FRI	SAT	PRICE	*****											*									*		*									*		ALL DVD ITEMS WERE DELETED FROM P27000'S CONTRACT											*									*		*									*		*****										
CONTRACT ITEM	NATIONAL STOCK	ITEM NAME	DVD DELIVERY DAYS							CONTRACT																																																																																																		
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Figure C-8. DVD Deleted Vendor Information Report - Current (example).

- a. This report is produced in the Vendor Information File process (section 7).
- b. Use this report to show the DVD items that are deleted from a contract.
- c. This report shows the vendor ID code, vendor's name, DVD category, and effective dates of the contract. When all items are deleted, the following message is displayed: ALL DVD ITEMS WERE DELETED FROM P27000's CONTRACT.

C-10 File Maintenance Field Menu Report, PCN AJK-3E1 (fig. C-9).

DATE:	16 JAN 91	FILE MAINTENANCE	PCN AJK-3E1
TIME:	09:38:56	FIELD MENU REPORT	
14 DAY RESERVE MENU FOR DAY 2			
NSN	ITEM NAME	PER-CD	UI BRK LUN DIN
0000-00-000-0001	WATER, WARM	N	LB 3.50 5.25 1.25
0000-00-000-0002	WATER, BOILING	N	LB 0.00 2.50 4.50
0000-00-000-0003	WATER	N	LB 0.00 8.50 0.00
0000-00-000-0004	WATER, COLD	N	LB 0.00 0.00 8.00
0000-00-000-0019	RESERVED LIQUID	N	LB 0.00 0.02 0.00
0000-00-000-0024	WATER TO COVER	N	LB 0.00 0.00 1.50
8905-00-262-7274	TURKEY BNLS RAW	N	LB 0.00 0.00 35.00
8905-00-403-9592	BACON SLICED FZN SHINGLE	P	LB 12.00 0.00 0.00
Report will continue to list individual items until all have been listed.			
8950-00-000-0137	SAUCE STEAK 5-10 OZ	S	BT 12.00 3.00 2.00
8950000-127-8067	SPICE PEPPER BLACK 1 LB	S	CN 0.00 0.01 0.01
8950-01-031-9148	DRSG ITALIAN IND 1/2 OZ	P	HD 0.00 0.25 0.00
8905-01-074-4921	MUSTARD PREPARED GAL	S	JR 0.00 0.21 0.00
8950-01-079-3978	VINEGAR CIDER QT	S	BT 0.00 0.75 0.00
8950-01-079-6943	SALT 5 LB BAG	S	BG 0.00 0.49 0.24
8955-00-286-5368	COFFEE 2 LB	S	LB 1.87 1.87 1.87
8955-00-753-6332	TEA IND 100	S	BX 0.50 0.50 0.00
8955-00-823-7016	TEA INST PWD 3/4 OZ	S	PG 0.00 0.00 3.97

Figure C-9. File Maintenance Field Menu Report (example).

- a. This report is produced in the Field Menu Maintenance process (section 7).
- b. Use this report to show items for a specific menu and day. It includes the NSN, item name, perishability code, unit of issue, and issue factor per item.

C-11 NSNs Flagged for Deletion (DFO Not Notified) Report, PCN AJK-4D1 (fig. C-10 and C-11).

DATE:	12 APR 91	NSN'S FLAGGED FOR DELETION (DFO NOT NOTIFIED)				PCN AJK-4D1	
	NSN	ITEM DESCRIPTION	BOH	QTY DUE IN	CURRENT DEMAND	MAR DEMAND	FEB DEMAND
8905-00-999-9999		SMITH HAM	0	1116	0	0	0
8905-01-254-8398		CHICKEN BONED 29 OZ B/R	0	48	0	0	0
8910-00-080-7633		PIZZA CHEESE	0	*****	0	0	0
8915-00-080-5179		POTATOES SHOESTRING FZN	0	5562	0	0	0
8925-00-T26-4020		CANDY ASST. FRUIT BAR	0	29	0	0	0
8925-00-T26-4021		CANDY CINNAMON DISKS	90	24	0	0	0
8940-00-782-3013		POTATO CHIPS 1/2 OZ	0	1080	0	0	0
8940-00-T61-8000		GELATIN SHEET C/A/S	0	20	0	0	0
8950-00-T00-0016		ALMOND PAST 2/5.5 LBS.	0	120	0	0	0

Figure C-10. NSNs Flagged for Deletion (DFO Not Notified) Report (example).

C-12 NSNs Flagged for Deletion (DFO Notified) Report, PCN AJK-4D2 (fig. C-12 and C-13).

DATE:	12 APR 91	NSN'S FLAGGED FOR DELETION (DFO NOTIFIED)				PCN AJK-4D2	
	NSN	ITEM DESCRIPTION	BOH	QTY DUE IN	CURRENT DEMAND	MAR DEMAND	FEB DEMAND
	8925-00-T00-0114	WHITE CHOC MELTS, 30 LBS	0	0	0	0	0
	8925-00-T00-0115	DARK CHOC MELTS, 30 LBS	0	0	0	0	0
	8925-00-T00-0116	MILK CHOC MELTS, 30 LBS	0	0	0	0	0
	8925-00-T61-8898	FONDANT 50 LBS	0	0	0	0	0
	8940-00-044-1629	MEAT BURRITOS	0	0	0	0	0
	8950-00-T00-0001	SPICE HERBAL SEASONING LP	0	0	0	0	0
	8950-00-T00-0117	MED HARD TALLOW, 25 LBS	0	0	0	0	0
	8999-00-777-5555	QUAIL, ROAST	0	0	0	0	0

Figure C-12. NSNs Flagged for Deletion (DFO Notified) Report (example).

C-13 File Maintenance/ BDFA Report, PCN AJK-411 (fig. C-14).

DATE:	15 Apr 2001	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-411
		FILE MAINTENANCE/BDFA	
		BDFA - MEAL VALUE REPORT FOR:	MAY 2001
		CHANGES SHOWN HERE WILL BE EFFECTIVE AFTER THE NEXT END OF DAY.	
		TROOP	

BDFA		\$6.75	
BREAKFAST		\$1.35	
LUNCH		\$2.70	
DINNER		\$2.70	
BRUNCH		\$3.04	
SUPPER		\$3.71	
HOLIDAY ALLOWANCE		N/A	

Figure C-14. File Maintenance/BDFA Report (example).

- This report is produced in the Enter BDFA subfunction (section 7).
- Use this report to show the BDFA meal value for a specific month. The holiday meal allowance, when applicable, is also displayed.

C-14 DPSC MIF Update Report - Price Changes, PCN AJK-4J1 (fig. C-15).

DATE:	22 Mar 91	TROOP ISSUE SUBSISTENC ACTIVITY				PCN AJK-4J1	
FILE MAINTENANCE							
DPSC MIF UPDATE REPORT - APRIL				1991			
PRICE CHANGES EFFECTIVE APRIL 1, 1991							
NSN		ITEM NAME		UI	CURR PR	NEXT PR	VARIANCE
8905-00-403-9592		BACON, SLICED (BULK)		LB	\$ 2.09	\$ 1.87	-\$.22
8905-01-086-0395		BACON, SLICED, PRECOOKED		CN	33.33	32.39	- .94
8905-00-133-5889		BEEF BRAISING STEAK, SWISS		LB	3.06	3.23	+ .17
8905-00-133-5887		BEEF CHUCK, SHOULDER CLOD		LB	1.97	2.06	+ .09
8905-00-177-5017		BEEF FOR STEWING		LB	2.79	2.42	- .37
8905-01-034-7547		BEEF LOIN, STRIP STEAK, SPE		LB	5.65	6.92	+ 1.27
8905-01-050-3190		BEEF PATTIE MIX (BULK)		LB	1.25	1.26	+ .01
8905-00-960-2303		SHRIMP RAW, BREADED FROZEN		LB	4.83	4.68	- .15
8905-00-582-4039		SHRIMP, RAW, PEELED		LB	7.99	7.88	- .11
8905-00-935-3161		TUNA, CANNED		CN	7.35	6.42	- .93
8905-00-262-7274		TURKEY, BONELESS		LB	1.51	1.50	- .01
8905-01-063-3121		VEAL AND/OR CALF, SQUARE C		LB	3.02	2.84	- .18
8905-00-139-8481		VEAL STEAK, FLAKED, FORMED		LB	2.18	2.16	- .02
8910-00-656-0993		CHEESE, AMERICAN, PROCESSED		LB	1.35	1.33	- .02
8910-00-125-8440		CHEESE, CHEDDAR, NATURAL		LB	1.41	1.38	- .03
8910-00-782-2837		CHEESE, MOZZARELLA, NATURAL		LB	1.27	1.31	+ .04

Figure C-15. DPSC MIF Update Report - Price Changes (example).

- a. This report is produced in the As Required subfunction (section 11).
- b. Use this report to show items affected by a price change.
- c. The report also includes the NSN, item name, unit of issue, current price, next month's price, effective date, and price variance between the 2 months.

C-15 DPSC MIF Update Report - Unit of Issue Changes, PCN AJK-4J2 (fig. C-16 and C-17).

DATE:	05 Apr 91	TROOP ISSUE SUBSISTENCE ACTIVITY				PCN AJK-4J2
FILE MAINTENANCE						
DPSC MIF UPDATE REPORT - MAY 1991						
UNIT OF ISSUE CHANGES						
NSN	ITEM NAME	OLD UI	NEW UI	CURR PR	NEXT PR	
8905-00-080-6007	ROCK CORNISH HEN	LB	EA	\$ 1.54	\$ 1.54	

Figure C-16. DPSC MIF Update Report - Unit of Issue Changes (example).

DATE:	22 Mar 91	TROOP ISSUE SUBSISTENCE ACTIVITY	PCN AJK-4J2
		FILE MAINTENANCE	
		DPSC MIF UPDATE REPORT - APRIL	1991
UNIT OF ISSUE CHANGES			
NEGATIVE REPORT			

Figure C-17. DPSC MIF Update Report - Unit of Issue Changes - Negative Report (example).

- a. This report is produced in the As Required subfunction (section 11).
- b. Use this report to show items affected by unit of issue changes.
- c. The report includes the NSN, item name, old unit of issue, new unit of issue, current price, and next month's price.
- d. When there are no DPSC unit of issue changes, a negative report is produced under the same PCN.

C-16 DPSC MIF Update Report - Seasonal Items No Longer Available, PCN AJK-4J3 (fig. C-18).

DATE:	05 Apr 91	TROOP ISSUE SUBSISTENCE ACTIVITY	PCN AJK-4J3
		FILE MAINTENANCE	
		DPSC MIF UPDATE REPORT - MAY	1991
SEASONAL ITEMS NO LONGER AVAILABLE			
	NSN	ITEM NAME	UI CURR PR NEXT PR
8905-00-082-5733		FISH PTNS COD/HAD	LB \$ 2.77 □000.00
8905-00-999-9999		SMITH HAM	LB \$ 3.99 □000.00

Figure C-18. DPSC MIF Update Report - Seasonal Items No Longer Available (example).

- This report is produced in the As Required subfunction (section 11).
- Use this report to show DPSC items not available during different times of the year.
- The report includes the NSN, item name, unit of issue, current price, and next price (if required).

C-17 DPSC MIF Update Report - Monthly, PCN AJK-4J4 (fig. C-19 and C-20).

DATE:	05 Apr 91	TROOP ISSUE SUBSISTENCE ACTIVITY	PCN AJK-4J4
		FILE MAINTENANCE	
		DPSC MIF UPDATE REPORT - MAY	1991
PRICE EFFECTIVE DATE OTHER THAN MAY	1991		
NSN	ITEM NAME	UI	NEW PR DATE EFF
8915-00-126-4060	APPLES, CANNED	CN \$	3.99 01 MAR 91
8905-00-080-6007	ROCK CORNISH HEN	LB \$	2.47 01 MAR 91
8905-00-127-8474	FISH HADDOCK FILLET	LB \$	2.66 01 MAR 91

Figure C-19. DPSC MIF Update Report - Monthly (example).

DATE:	22 Mar 91	TROOP ISSUE SUBSISTENCE ACTIVITY	PCN AJK-4J4
		FILE MAINTENANCE	
		DPSC MIF UPDATE REPORT - APRIL	1991
PRICE EFFECTIVE DATE OTHER THAN APRIL	1991		
NEGATIVE REPORT			

Figure C-20. DPSC MIF Update Report - Monthly - Negative Report (example).

- a. This report is produced in the As Required subfunction (section 11).
- b. Use this report to show DPSC items affected by a price change for the preceding month. It includes the NSN, item name, unit of issue, new price, and effective date of the new price.
- c. When there are no DPSC items to be updated from a previous month, a negative report is produced under the same PCN.

C-18 DD Form 708 Facsimile - Inventory Adjustment Monetary Account - Perishable Report, PCN AJK-4P1 (fig. C-21).

DATE: 01 JUN 93		DD FORM 708 FACSIMILE					PCN AJK-4P1		
INVENTORY ADJUSTMENT MONETARY ACCOUNT FOR JAN 1993									
COMMODITY GROUP: PERISHABLE									
INSTALLATION: TISA		ACCOUNT OF: MR. DAVID BARNES							
<div style="text-align: center;"> -----PRICE LIST----- NEW OLD PRICE PRICE PRICE CHANGE DEBIT CREDIT </div>									
NSN	ITEM NAME	UI	QUANTITY	NEW PRICE	OLD PRICE	PRICE CHANGE	DEBIT	CREDIT	
8905-00-044-1854	PIG FEET FRONT FZN	LB	197	.58	.87 -	.29		57.13	
8905-00-082-5733	PISH PTNS COD/HAD	LB	24	2.29	2.46 -	.17		4.08	
8905-00-126-3416	CHIC WHO BROILER FRYER	LB	17533	.66	.69 -	.03		525.99	
8905-00-126-4062	PORK BUTT FZN SHOULDER	LB	2007	1.53	1.91 -	.38		762.66	
8905-00-126-8743	PORK SPARERIBS FZN	LB	1303	1.81	1.57 +	.24	312.72		
8905-00-582-4039	SHRIMP DEVEINED PEELED	LB	303	8.56	8.22 +	.34	103.02		
8905-00-616-0050	FRANKS 5 OR 10 LB BX	LB	9700	1.05	1.13 -	.08		776.00	
8905-00-127-8919	DRESSING SALAD GAL	JR	581	3.94	4.82 -	.88		511.28	
8950-01-057-1559	YEAST W LB BAG	BG	74	2.92	2.80 +	.12	8.88		
TOTAL							942.99	2267.76	
SIGNATURE OF ACCOUNTABLE OFFICER: _____					VOUCHER NO.: 2				

Figure C-21. DD Form 708 Facsimile - Inventory Adjustment Monetary Account - Perishable Report (example).

- a. This report is produced during the daily login (if applicable) and the End of Month subfunction (section 11).
- b. Use this report to show monetary adjustments for price changes during the month, or for the current accounting period.
- c. The report includes the name of installation, name of account holder, NSN, item name, unit of issue, quantity, new month's price, old price, price change, debit and credit dollar amount for each item, and total dollar amount for the accounting period.
- d. This report must be signed by the Accountable Officer before it is complete.

C-19 DD Form 708 Facsimile - Inventory Adjustment Monetary Account - Semiperishable Report, PCN AJK-4P2 (fig. C-22).

DATE:	01 Jun 93	DD FORM 708 FACSIMILE	PCN AJK-4P2
INVENTORY ADJUSTMENT MONETARY ACCOUNT FOR MAR 1993			
COMMODITY GROUP: SEMI-PERISHABLE			
INSTALLATION:	FORT LEE, VA. ACCOUNT OF: MR. KIRKPATRICK		

	NSN	ITEM NAME	UI	QUANTITY	-----PRICE NEW MONTH	LIST----- OLD MONTH	PRICE CHANGE	DEBIT	CREDIT
	8905-01-086-0395	BACON PRECOOKED (B RAT)	CN	120	32.23	40.94 -	8.71		1045.20
	8915-00-926-6793	BEANS KIDNEY #10	CN	6469	1.87	1.77 +	.10	646.90	
	8915-00-935-6629	MUSHROOMS WHITE 16 OZ	CN	34533	1.89	1.84 +	.05	1726.65	
	8915-00-T75-0530	SPICE PARSLEY 1 1/2 OZ LP	JR	240	.99	.85 +	.14	33.60	
	8915-01-079-6946	BEAN SPROUTS #10	CN	8267	2.23	1.91 +	.32	2645.44	
	8935-00-480-4561	SOUP TOMATO #3	CS	886	1,33	17.90 -	16.57		14681.02
	8950-00-170-4935	SAUCE CHILI 12 OZ	BT	1830	.53	.50 +	.02	36.60	
	8950-00-170-9562	SPICE ALLSPICE GRD 2 OZ	JR	231	.49	.77 -	.28		64.68
	8950-00-616-5483	SPICE THYME 1-2 OZ	CO	222	.76	.80 -	.04		8.88
	8955-00-286-5368	COFFEE 2 LB	LB	25548	1.49	1.38 +	.11	2810.28	
TOTAL								12247.17	41557.34

SIGNATURE OF ACCOUNTABLE OFFICER: _____	VOUCHER NO.: 3
---	----------------

Figure C-22. DD Form 708 Facsimile - Inventory Adjustment Monetary Account - Semiperishable Report (example).

- a. This report is produced during the daily login (if applicable) and the End of Month subfunction (section 11).
- b. Use this report to show monetary adjustments for price changes during the month, or for the current accounting period.
- c. This report includes the name of installation, name of account holder, NSN, item name, unit of issue, quantity, new month's price, old price, price change, debit and credit dollar amount for each item, and total dollar amount for the accounting period.
- d. This report must be signed by the Accountable Officer before it is complete.

C-20 Transaction Register Inquiry Report, PCN AJK-5A1 (fig. C-23 and C-24).

DATE: 20 May 89		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-5A1	
REPORTS AND INQUIRIES							
TRANSACTION REGISTER INQUIRY							
NSN/MCN: 8905-00-403-9592		ITEM NAME: BACON SLICED FZN SHINGLE					
DATE FROM: 20 May 89		DATE TO: 26 May 89					
TYPE	DIC	VRGC	TRANS	ENTRY	TRANS	DUE IN	DOCUMENT
TRANS	CODE	NO. #	DATE	DATE	QTY	QTY	NUMBER
RCT	A5A	57	20 May 89	23 May 89	20	20	W26L8F91210017
ISS	A5A		21 May 89	26 May 89	120	0	W26L8F91210003
RQN	A0A		21 May 89	26 May 89	2400	2400	W26QKQ91300006
ISS	A5A		21 May 89	23 May 89	30	0	W26L8F91210020

Figure C-23. SF 36 - Transition Register Inquiry Report (example).

DATE: 24 Aug 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA) REPORTS AND INQUIRIES	PCN AJK-5A1

*****	*****	*****
*****	***** PCN AJK-5A1	*****
*****	*****	*****
*****	*****	*****
*****		*****
*****		*****
*****		*****
*****		*****
*****	NEGATIVE REPORT !	*****
*****		*****
*****		*****
*****		*****

Figure C-24. Transaction Register Inquiry - Negative Report (example).

- This report is produced in the Inquiries subfunction (section 8).
- This report is used to show the type of transaction, date of transaction, and document number assigned to each transaction.
- When there are no transactions that match the item and time frame of your inquiry, a negative report is produced under the same PCN number.

C-21 Financial Accounting/Dining Facility Accounts Monthly Earnings and Expenditures Record, PCN AJK-688 (fig. C-25).

DATE: 22 MAR 91		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)					PCN AJK-Z12						
FINANCIAL ACCOUNTING/DINING FACILITY ACCOUNTS													
MONTHLY EARNINGS AND EXPENDITURES RECORD													
DINING FACILITY: DINING FACILITY P-8400					INSTALLATION/LOCATION: FORT LEE, VIRGINIA			ACCT PD: Oct 90					
CUSTOMER ID: TDF002		TYPE CUSTOMER ACCOUNT: A		SUPPLEMENTAL PERCENT: 0.00			BEGINNING INVENTORY: .00						
BDFA: 4.35 BREAKFAST: .87 LUNCH 1.74 DINNER: 1.74 BRUNCH: 1.96 SUPPER: 2.39													
	DIC	ROS	-----HEADCOUNT-----			ALLOWANCE	CUMULATIVE	VALUE OF	VALUE OF	TOTAL VALUE	CUMULATIVE		
DATE	CODE	NO	BKFST	LUNCH	DINR	BRNCH	SUPR	FOR TODAY	ALLOWANCE	PERISHABLE	SEMIPERISH	OF FIELD	TOTAL ISSUE
									INCL TODAY	ITEMS ISS	ITEMS ISS	RATIONS ISS	INCL TODAY
01	DVD							.00	.00	263.16	.00	263.16	263.16
01	HC		343	317	202			1,201.47	1,201.47	.00	.00	.00	263.16
01	ISS							.00	1,201.47	4,591.27	939.68	5,530.11	5,794.11
01	ISS							.00	1,201.47	.00	105.72	105.72	5,899.83
02	HC		350	312	196			1,188.42	2,389.89	.00	.00	.00	5,899.83
02	ISS							.00	2,389.89	137.51	.00	137.51	6,037.34
04	HC		365	342	218			1,291.95	5,039.91	.00	.00	.00	6,037.34
Report will continue to list individual transactions until all have been listed.													
18	DVD							.00	25,030.77	306.78	.00	306.78	27,842.30
18	HC		387	386	292			1,516.41	26,547.18	.00	.00	.00	27,842.30
End Page will appear on the last page.													
PAGE 1													

Figure C-25 Financial Accounting/Dining Facility Accounts Earnings and Expenditures Record (example).

- a. This report is produced in the DFA Earnings and Expenditures Record process (section 6).
- b. Use this report to review the transactions on a customer's account for the current or previous accounting period. It includes the installation/location, customer ID code, type customer account, accounting period, beginning inventory, and supplemental allowance (if applicable).
- c. The report also includes the BDFA cost; date of transactions; document identifier; report of survey number, if applicable; headcount data; allowance for today; cumulative allowance; value of semiperishable items; value of perishable items; total value of rations issued; and cumulative total issues.

C-22 Issue Frequency Schedule for _____ Report, PCN AJK-6G1 (fig. C-26 thru C-27).

DATE: 06 Jan 94		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)		PCN AJK-6G1	
ACT CODE: W26QKQ		REPORTS AND INQUIRIES			
ISSUE FREQUENCY SCHEDULE					
FOR JAN 94					
SHOPPING LIST	ISSUE	CONSUMPTION			
SUBMISSION DATE	DATE	DATES			
		FROM	TO		
03 Jan 94	04 Jan 94	05 Jan	07 Jan		
04 Jan 94	07 Jan 94	08 Jan	09 Jan		
08 Jan 94	09 Jan 94	10 Jan	11 Jan		
10 Jan 94	11 Jan 94	12 Jan	15 Jan		
11 Jan 94	15 Jan 94	16 Jan			
45 Jan 94	16 Jan 94	17 Jan	18 Jan		
17 Jan 94	18 Jan 94	19 Jan	21 Jan		
18 Jan 94	21 Jan 94	22 Jan	23 Jan		
22 Jan 94	23 Jan 94	24 Jan	25 Jan		
24 Jan 94	25 Jan 94	26 Jan	28 Jan		
25 Jan 94	28 Jan 94	29 Jan	31 Jan		
29 Jan 94	30 Jan 94	01 Feb	02 Feb		
31 Jan 94	01 Feb 94	03 Feb	04 Feb		
INSTRUCTIONS FOR THE ISSUE FREQUENCY SCHEDULE FOLLOW!					
PAGE 1					

Figure C-26. Issue Frequency Schedule for _____ Report (example).

DATE: 06 Jan 94 TROOP ISSUE SUBSISTENCE ACTIVITY (TISA) PCN AJK-6G1
ACT CODE: W26QKQ REPORTS AND INQUIRIES
ISSUE FREQUENCY SCHEDULE
FOR JAN 94

***** TISA GENERAL INFORMATION *****

1. Book Inventory will begin at noon on 28 January and continue until 30 Jan.
No subsistence will be issued during this period. Issues for 28 thru 31 Jan
will be made on 27 January.
2. DFO turn-ins must be received by 27 January.
3. Verification of DFO Account Cards is scheduled for 5 - 7 Feb.
If you have any questions concerning entries on your account card, please
contact Jeff Snagit, ext 2440/5408.

END PAGE: 2

Figure C-27. Issue Frequency Schedule Report - General Information (example).

DATE: 06 Jan 94 TROOP ISSUE SUBSISTENCE ACTIVITY (TISA) PCN AJK-6G1
ACT CODE: W26QKQ REPORTS AND INQUIRIES
ISSUE FREQUENCY SCHEDULE
FOR JAN 94

***** IFA GENERAL INFORMATION *****

1. The next Menu Board meeting is scheduled for 8 January. We will discuss requirements for February's menu.

2. Just a reminder! All Monthly Inventory Reports (PCN AJK-460) must be turned in no later than 6 January.

3. The following training classes will be held in the 2nd Bn training classroom at 0900 hrs and 1400 hrs:

Field Food Sanitation - 28 Jan
Army Field Feeding System (AFFS) - 29 Jan
AFMIS Policies and Procedures - 3 Feb
TB Med 530 Sanitation Certification Exam - 5 Feb

You can send up to three personnel to each session.

END PAGE: 3

Figure C-27-1. Issue Frequency Schedule Report - IFA General Information (example).

- a. This report is produced in the Issue Frequency Schedule Reports subfunction (section 8).
- b. Use this report to review the issue schedule you create for ARCS customers. The schedule includes submission, issue, and consumption dates for this month or next.
- c. The second and third parts of the report include general information for the DFO managers. This information is also displayed on the DFO Bulletin Board Screen AJK-002.

C-28 Food Cost and Feeding Strength Summary Report, PCN AJK-6H1 (fig. C-28 thru C-39).

PREPARED: 05 Dec	FOOD COST AND FEEDING STRENGTH SUMMARY	PCN AJK-6H1
	PERIOD COVERED: NOVEMBER 1990	
TO: CDR, US ARMY TROOP SUPPORT AGENCY	FROM: CDR,	
ATTN: DALO-TAP-S	ATTN:	
FORT LEE, VIRGINIA	TISA	
23801-6020	23801-5171	
SECTION A - PERSONNEL DATA		
1. TOTAL NUMBER OF ARMY ENLISTED PERSONNEL		
AUTHORIZED SUBSISTENCE WITHOUT REIMBURSEMENT:		14,920

Figure C-28. Section A.

- a. This report is produced in the Reports subfunction (section 8).
- b. Use this report to show a feeding summary of the customer support information forwarded to the US Army Troop Support Agency.

NOTE: The TO: address for higher headquarters still reads CDR US Army Troop Support Agency. However, this report is currently being forwarded to the US Army Quartermaster Center of Excellence for Subsistence.

SECTION B - TOTAL HEADCOUNT						
ARCS ACCOUNT	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	HOLIDAY MEAL
2. W/O SUPPLEMENTAL	7,600	7,600	7,600	0	0	0
3. 15% SUPPLEMENTAL	2,300	2,300	2,300	0	0	0
4. 10% SUPPLEMENTAL	0	0	0	0	0	0
5. 05% SUPPLEMENTAL	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----
TOTAL LINES (2-5)	9,900	9,900	9,900	0	0	0
FRIS ACCOUNT	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER	HOLIDAY MEAL
6. W/O SUPPLEMENTAL	0	0	0	0	0	0
7. 15% SUPPLEMENTAL	0	0	0	0	0	0
8. 10% SUPPLEMENTAL	0	0	0	0	0	0
9. 05% SUPPLEMENTAL	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----
TOTAL LINES (6-9)	0	0	0	0	0	0

Figure C-29. Section B.

SECTION C - BASIC DAILY FOOD ALLOWANCE				
DESCRIPTION	NUMBER OF ACCOUNTS	COMPUTED VALUE	MAN DAYS FED	COST OF FOOD ISSUED
10. ALL DINING FACILITIES	21	\$ 4.30	9,900	36,226
A. ARCS	20		9,900	35,705
B. FRIS	1		0	521

Figure C-30 Section C

SECTION D- SUPPLEMENTAL FOOD ALLOWANCE				
DESCRIPTION	NUMBER OF ACCOUNTS	COMPUTED VALUE	MAN DAYS FED	COST OF FOOD ISSUED
ARCS ACCOUNTS				
11. 15 PERCENT	2	0.65	2,300	5,543
12. 10 PERCENT	0	0.43	0	0
13. 05 PERCENT	0	0.22	0	0
FRIS ACCOUNTS				
14. 15 PERCENT	1	0.65	0	0
15. 10 PERCENT	0	0.43	0	0
16. 05 PERCENT	0	0.22	0	0
PAGE: 1				

Figure C-31. Section D.

PREPARED: 05 Dec 90		FOOD COST AND FEEDING STRENGTH SUMMARY				PCN AJK-6H1	
PERIOD COVERED: NOVEMBER 1990							
TO: CDR, US ARMY TROOP SUPPORT AGENCY				FROM: CDR,			
ATTN: DALO-TAP-S				ATTN:			
FORT LEE, VIRGINIA				TISA			
23801-6020				23801-5171			
SECTION E- EXCESS COSTS							
HALF PINT		TSA DIRECTED		B-RATIONS		OTHER	
CONT MILK		TEST OF NEW FOOD		ARCS FRIS		ARCS FRIS	
17. 1,670		200		1,400 0		0 0	
						TOTAL COST	
						3,250	

Figure C-32. Section E.

SECTION F- DINING FACILITY ACCOUNT ADJUSTMENTS		
	ARCS	FRIS
18. EXCESS CREDITS DROPPED:	61	0
19. AMOUNT DROPPED BY RELIEF DOCUMENT:	1,614	0

Figure C-33. Section F.

SECTION G- REIMBURSABLE FEEDING DATA						
	CENTRAL BILLING	BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER
20.	US ARMY RESERVE	340	340	340	0	0
21	ARMY NAT, GUARD	900	900	900	0	0
22.	US ARMY ROTC-SR	0	0	0	0	0
23.	USAF RESERVE	0	0	0	0	0
24.	US NAVY RESERVE	0	50	0	0	0
25.	USMC RESERVE	900	900	900	0	0
26.	AIR NAT GUARD	0	0	0	0	0
	LOCAL BILLING					
27.	MIL ASSIST PGRM	70	70	70	0	0
28.	other	52	25	52	0	0

Figure C-34. Section G.

SECTION H-COMMON SERVICE FEEDING DATA						
		BREAKFAST	LUNCH	DINNER	BRUNCH	SUPPER
29.	US AIR FORCE	160	160	160	0	0
30	US NAVY	240	240	240	0	0
31.	US MARINE CORPS	1,970	1,970	1,970	0	0
32.	ALLIED NATIONS	240	240	240	0	0
	MEALS					

Figure C-35. Section H.

SECTION I- OTHER FEEDING DATA						
33.	TOTAL MEALS					
	PAID BY CASH	250	250	250	0	0
34	MEALS PAID BY					
	PAYROLL DEDUCTION	0	0	0	0	0
35.	MEALS FURNISHED					
	TRANSIENTS	225	225	225	0	0
PAGE 2						

Figure C-36. Section I.

PREPARED: 05 Dec 90	FOOD COST AND FEEDING STRENGTH SUMMARY	PCN AJK-6H1
	PERIOD COVERED: NOVEMBER 1990	
TO: CDR, US ARMY TROOP SUPPORT AGENCY	FROM: CDR,	
ATTN: DALO-TAP-S	ATTN:	
FORT LEE, VIRGINIA	TISA	
23801-6020	23801-5171	

SECTION J- SPECIAL FOOD ALLOWANCE

	TOTAL NUMBER	TOTAL COST
36. MEALS READY TO EAT (MEALS)	75	
37. PACKET, LONG RANGE PATROL (MEALS)	50	
38. BOX LUNCH MEALS	150	207
39. SPECIAL EXERCISES/OPERATIONS (WARMING BEVERAGES)		2,153
40. CONTRACT FEEDING MEALS	0	0
41 T RATIONS (MEALS)	12,600	54,174
42 B RATIONS	20,400	45,356

Figure C-37. Section J.

SECTION K- REIMBURSABLE SPECIAL FOOD ALLOWANCE								
		MRE MEALS	LRP PKT MEALS	BOX LUNCH NUMBER	COST	OTHER MEALS NUMBER	COST	TOTAL MEALS
CENTRAL BILLING								
20.	US ARMY RESERVE	0	0	0	0	0	0	
21	ARMY NAT, GUARD	0	0	0	0	0	0	
22.	US ARMY ROTC-SR	0	0	0	0	0	0	
23.	USAF RESERVE	0	0	0	0	0	0	
24.	US NAVY RESERVE	0	0	0	0	0	0	
25.	USMC RESERVE	0	0	0	0	0	0	
26.	AIR NAT GUARD	0	0	0	0	0	0	
LOCAL BILLING								
27.	MIL ASSIST PGRM	0	0	0	0	0	0	
28.	OTHER	0	0	0	0	0	0	

Figure C-38. Section K.

SECTION L- OTHER ISSUES		
	TOTAL NUMBER	TOTAL COST
52. RATION SUPPLEMENTAL SUNDRIES PACK	0	0
53. RATION SUPPLEMENT AID STATION	0	0
54. KATSUA KITS	0	0
55. SPECIAL ISSUES CHARGABLE TO MPA	0	0

PREPARER:

TELEPHONE NO(S): AUTOVON- _____ COMMERCOAL - (____)_____

REVIEWED/APPROVED BY: NAME _____

GRADE/TITLE: _____

SIGNATURE _____

END PAGE: 3

Figure C-39. Section L.

- c. Section A of the report (fig. C-30) shows the total number of Army enlisted personnel authorized subsistence without reimbursement. It also shows the period of the report and the to and from addresses.
- d. Section B (fig. C-31) shows the total headcount data for ARCS and FRIS accounts.
- e. Section C (fig. C-32) shows data for the basic daily food allowance and the total cost of food issued.
- f. Section D (fig. C-33) shows data for the supplemental food allowance and the total cost of food issued.
- g. Section E (fig. C-34) shows the dollar value of excess cost items issued to dining facilities.

- h. Section F (fig. C-35) shows data for dining facility account adjustments.
- i. Section G (fig. C-36) shows headcount data for service components operating on a reimbursable basis.
- j. Section H (fig. C-37) shows headcount data for common service feeding.
- k. Section I (fig. C-38) shows headcount data for cash meals, payroll deduction, and transients.
- l. Section J (fig. C-39) shows the category of rations for special food allowances.
- m. Section K (fig. C-40) shows data for service components operating on a reimbursable basis for special food allowances.
- n. Section J (fig. C-41) shows data for special issue categories. It also includes the signature blocks for the preparing and approval authority.

C-29 Not In Stock Report, PCN AJK-6I1 (fig. C-40).

DATE: 17 Jul 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-611	
ACT CODE: W26QKQ		REPORTS AND INQUIRIES				
		NOT IN STOCK REPORT				
		FOR 17 Jul 90				
NSN/MCN		ITEM NAME		UI	BOH	
DIC	DON	RDD		QTY		
				DUE IN		
8925-00-125-9454	MOLASSES		CN		0	
8925-00-D25-9454	MOLASSES #2 1/2		CN		0	
8925-01-060-7499	SUGAR BROWN 1 LB		LB		0	
8930-00-D45-8543	DIET JELLIES IND (HOSPITAL)		HD		0	
Report will continue to list individual items until all have been listed.						
8955-00-753-6332	TEA IND 100		BX		0	
AOA	W26QKQ01930047	10 Aug 90		168		
8960-00-D27-8251	BLOCK ICE 300 LB		LB		0	

Figure C-40. Not In Stock Report (example).

- a. This report is produced in the Not In Stock Reports subfunction (section 8).
- b. Use this report to show the NSN/MCN and name of items that currently show a zero balance.
- c. The report may include a document number, required delivery date (RDD), and quantity due in for items previously requisitioned.

C-30 Projected Not In Stock Report, PCN AJK-612 (fig. C-41).

DATE: 17 Jul 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)					PCN AJK-611
ACT CODE: W26QKQ		REPORTS AND INQUIRIES					
		PROJECTED NOT IN STOCK REPORT					
		FOR 17 Jul 90					
NSN/MCN	ITEM NAME	UI	BOH	AVERAGE DAILY	PROJECTED NO DAYS	PROJECTE	
DIC	DOC NUMBER	REQUIRED	QTY	DEMAND	STOCK REMAINING	RUN OUT DATE	
		DELIVERY DATE	QTY	DUE IN			
8920-00-253-1163	CEREAL RLD OATS 20 OZ	CN	57	1	31	29 Aug 90	
AOA	W26QKQ1930047	10 Aug 90	48				
8920-01-079-1583	CEREAL WHEAT FARINA 28 OZ	BX	42	1	28	24 Aug 90	
AOA	W26QKQ01930042	10 Aug 90	48				
8920-00-175-0429	COOKIE MIX SUGAR #10	CN	220	5	41	13 Sep 90	
AOA	W26QKQ01930038	10 Aug 90	96				
8920-00-T16-1044	COOKIES DUPLEX 16 OZ PKG	PG	115	3	32	30 Aug 90	
Report will continue to list individual items until all have been listed.							
8920-00-D28-1948	ICE CREAM WAFER CUPS	CS	4	1	4	23 Jul 90	
8920-00-222-0601	NOODLES CHOW MEIN #10 (1LP)	CN	24	2	12	02 Aug 90	

Figure C-41. Projected Not In Stock Report (example).

- a. This report is produced in the Not In Stock Reports subfunction (section 8).
- b. Use this report to show items with the projected number of days of stock remaining, and projected run out dates.
- c. The report may include a document number, RDD, and quantity due in for items previously requisitioned.

C-31 Open Due-In listing Report, PCN AJK-6J1 (fig. C-42).

DATE: 27 Jul 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)		PCN AJK-6J1	
ACT CODE: W26QKQ		REPORTS AND INQUIRIES			
		OPEN DUE IN LISTING			
		FOR THE PERIOD 27 Jul 90 TO 27 Aug 90			
NSN/MCN	ITEM NAME	DON	DUE IN QTY	DUE IN DATE	SUPP ADD
-----	-----	-----	-----	-----	-----
8905-00-965-2128	CHIC CUT UP W/O BACK	W26QKQ01420061	60	05 Jun 90	Y00000
8905-00-965-2128	CHIC CUT UP W/O BACK	W26QKQ01420062	60	05 Jun 90	Y00000
8905-00-126-3416	CHIC WHO BROILER FRYER	W26QKQ01140002	540	07 Jun 90	Y00000
8905-00-126-3416	CHIC WHO BROILER FRYER	W26QKQ01140003	540	07 Jun 90	Y00000
8905-00-126-3416	CHIC WHO BROILER FRYER	W26QKQ01140004	540	07 Jun 90	Y00000
8905-00-126-3416	CHIC WHO BROILER FRYER	W26QKQ01140005	540	07 Jun 90	Y00000
8905-00-126-3416	CHIC WHO BROILER FRYER	W26QKQ01140006	540	07 Jun 90	Y00000
8905-00-126-34161	CHIC WHO BROILER FRYER	W26QKQ01140007	540	07 Jun 90	Y00000
Report will continue to list individual items until all have been listed.					
8905-00-543-7333	TURKEY WHOLE RTC	W26QKQ01420028	115	07 Jun 90	Y00000
8905-00-139-8481	VEAL CUTLETS BRD	W26QKQ01140021	1260	12 Jun 90	Y00000
8905-00-7823195	BUTTER Patties SURPLUS	W26QKQ01420096	60	05 Jun 90	Y00000
8905-00-7823195	BUTTER Patties SURPLUS	W26QKQ01420096	60	05 Jun 90	Y00000

Figure C-42. Open Due-In listing Report (example).

- a. This report is produced in the Open Due-in Listing Report subfunction (section 8).
- b. Use this report to show items by document number, quantity due-in, and due-in date.
- c. The report covers information for a 30-day period from the date you request a print.

C-32 Master Item File Price List Report, PCN AJK-6K1 (fig. C-43).

DATE: 27 Jul 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-6K1
ACT CODE: W26QKQ	REPORTS AND INQUIRIES				
	MASTER ITEM FILE PRICE LIST				
	FOR THE MAY-JUN-JUL QUARTER				
NSN/MCN	ITEM NAME	UI	UNIT PRICE	SRC CD	
-----	-----	-----	-----	-----	
	*** PART I PERISHABLE ITEMS ***				
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	\$ 1.59	D	
8905-00-299-1316	BEEF CORNED FZN	LB	1.65	D	
8905-00-285-2075	BEEF GROUND	LB	1.62	D	
8905-00-655-8410	BEEF LIVER SLICED	LB	.97	D	
8905-01-050-3190	BEEF PATTIE MIX W/ SOY	LB	1.33	D	
8905-00-935-3268	BEEF PATTIES	LB	1.65	D	
8905-01-050-3192	BEF PATTIES W/ SOY	LB	1.38	D	
8905-01-195-1116	BEEF RIB ROAST	LB	3.60	D	
8905-00-410-4671	BEEF ROUND	LB	2.42	D	
Report will continue to list individual items until all have been listed.					
8915-00-126-4060	APPLES #10	CN	4.63	D	
8915-00-127-8272	APPLESAUCE #10	CN	2.45	D	
8915-00-286-5399	APRICOTS #10	CN	3.79	D	
8915-01-079-6946	BEAN SPROUTS #10	CN	2.23	D	

Figure C-43 Master Item File Price List Report (example).

- a. This report is produced in the MIF Price List Report subfunction (section 8).
- b. Use this report to show all stocked items with unit price and source code for a specific quarter.
- c. The report is produced in two parts: Part I - Perishable Items, and Part 2 - Semiperishable items.

C-33 Price List Change Report, PCN AJK-6L1 (fig. C-44 and C-45).

DATE: 06 May 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-611
ACT CODE: W26QKQ	REPORTS AND INQUIRIES			
	PRICE LIST CHANGE REPORT			
NSN/MCN	ITEM NAME	UI	UNIT PRICE	PRICE EFF DATE
-----	-----	---	-----	-----
	*** PART I PERISHABLE ITEMS ***			
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	\$ 1.13	01 Apr 90
8905-00-299-1316	BEEF CORNED FZN	LB	1.65	01 Apr 90
8905-00-285-2075	BEEF GROUND	LB	1.48	01 Apr 90
8905-00-655-8410	BEEF LIVER SLICED	LB	.71	01 Apr 90
8905-01-050-3190	BEEF PATTIE MIX W/ SOY	LB	1.19	01 Apr 90
8905-00-935-3268	BEEF PATTIES	LB	1.53	01 Apr 90
8905-01-050-3192	BEF PATTIES W/ SOY	LB	1.23	01 Apr 90
8905-01-195-1116	BEEF RIB ROAST	LB	3.09	01 Apr 90
8905-00-410-4671	BEEF ROUND	LB	2.14	01 Apr 90
Report will continue to list individual items until all have been listed.				
8905-01-074-4921	MUSTARD PREPARED 1 GAL	JR	2.10	01 Apr 90
8950-01-079-6943	SALT 5 LB BG	LB	.10	01 Apr 90
8950-00-127-8067	SPICE PEPPER BLACK 1 LB	CN	1.80	01 Apr 90

Figure C-44. Price List Change Report (example).

PCN AJK-611

NEGATIVE REPORT !

Figure C-45. Price List Change Report - Negative Report (example).

- a. This report is produced in the MIF Price Change Report subfunction (section 8).
- b. Use this report to show items with a change in the unit price and effective date of the price change.
- c. Master Item File (MIF) price changes for depot stocked items are provided by DPSC on a monthly basis. Price changes for locally purchased items are handled by the system. The report is produced in two parts: Part 1 - Perishable items, and Part 2 - Semiperishable items.
- d. When there are no price changes, a negative report is produced under the same PCN.

C-34 Daily Transaction Register Report, PCN AJK-6M1 (fig. C-46).

DATE: 12 Apr 91		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)						PCN AJK-6M1	
ACT CODE: W26QKQ		REPORTS AND INQUIRIES							
		DAILY TRANSACTION REGISTER REPORT							
		FOR 12 Apr 91							
NSN/MCN		ITEM NAME		UI	PC		OPBOH	OPDIN	
TRC	DIC VRGC#	TDATE	EDATE	TRQTY	DIQTY	DON/ACTIVITY	CUBOH	CURDI	
8905-01-050-3190		BEEF	PATTIE MIX W/ SOY		LB	P	12564	41043	
ISS	A5A	12 Apr 91	12 APR 91	132	0	DABT5989AG095		300	
8905-01-T80-5805		POLISH SAUSAGE (LP)		LB	P		180	0	
RQN	ZHG	01 Apr 91	12 APR 91	300	0	DABT5989AG095		300	
RCT	ZHH 19	12 Apr 91	12 APR 91	300	300	DABT5989AG095	480	0	

Report will continue to list individual items until all have been listed.

```
*****
*****
*
*                               ***   ATTENTION   ***
*
*      There are (    1) BOH Mismatches in This Report"
*
*      There Are (    5) DIN Mismatches in This Report!
*
*
*****
*****
```

Figure C-46. Daily Transaction Register Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show the status of different transactions by date. It includes the activity code, NSN, item name, unit of issue, perishability code, opening balance on hand (BOH), and opening due-ins.
- c. The report also includes the transaction code, document identifier code, VRGC number, beginning transaction date, ending transaction date, transaction quantity, due-in quantity, document number/activity code, current balance on hand (BOH), and current due-in quantity.
- d. The final part of the report shows the number of balance on hand and due-in mismatches.

C-35 Monthly Transaction Register Report, PCN AJK-6N1 (fig. C-47).

DATE: 28 Sep 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-6N1		
ACT CODE: W26QKQ		REPORTS AND INQUIRIES						
MONTHLY TRANSACTION REGISTER REPORT								
NSN/MCN		ITEM NAME		UI	PC		OPBOH	OPDIN
TRC	DIC VRGC#	TDATE	EDATE	TRQTY	DIQTY	DON/ACTIVITY	CUBOH	CURDI
8905-01-125-2288		FISH CATFISH FILLET		LB	P		443	15
RCT	D6U 44	14 Sep 90	14 Sep 90	15	15	W26QKQ01440075	458	0
8905-00-082-5733		FISH PTNS COD/HAD		LB	P		169	516
ISS	A5A	24 Aug 90	05 Sep 90	24	0	W26NW402362002		145
8905-00-616-0059		FRANKS 5 OR 10 LB BX)		LB	S		5178	4200
RQN	AOA	18 Sep 90	18 Sep 90	180	0	W26QKQ02610011		4380
RCT	D6U 43	13 Sep 90	26 Sep 90	120	120	W26QKQ02280015		4260
INV	D9A	28 Sep 90	28 Sep 90	-120	0		5178	

Report will continue to list individual items until all have been listed.

* * *

*** ATTENTION ***

* * *

There are (1) BOH Mismatches in This Report"

* * *

There Are (5) DIN Mismatches in This Report!

* * *

Figure C-47. Monthly Transaction Register Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show the status of all transactions that take place during the month.
- c. When there are items that show a balance on hand (BOH) or due-in mismatch, a grand total for those items is displayed at the end of the report.

C-36 Transaction Register PurgeReport, PCN AJK-6P1 (fig. C-48 and 49).

DATE: 24 Oct 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)					PCN AJK-6P1	
ACT CODE: W26QKQ		REPORTS AND INQUIRIES						
		TRANSACTION REGISTER PURGE REPORT						
		FOR: 24 Oct 90						
NSN/MCN	DIC	VRGC NO.	TRANS QTY	DIN QTY	TRANS CODE	DOCUMENT NUMBER	TRANS DATE	ENTRY DATE
0905-00-023-8284	AOA	0	48	0	RQN	W26QKQ013700002	17 May 90	17 May 90
8905-00-023-8284	AE1	0	-48	0	STA	W26QKQ013700002	21 May 90	21 May 90
8905-00-080-5325	A5A	0	11	0	ISS	YDAQMS0092Q002	02 Apr 90	04 Apr 90
8905-00-080-5325	A5A	0	33	0	ISS	P8402	11 Apr 90	12 Apr 90
8905-00-080-5325	A5A	0	11	0	ISS	P3700	13 Apr 90	16 Apr 90
8905-00-080-5325	D9A	0	-1	0	INV		30 Apr 90	30 Apr 90
8905-00-080-5325	A5A	0	11	0	ISS	P3700	04 May 90	07 May 90
Report will continue to list individual items until all have been listed.								
8905-00-082-5733	A5A	0	24	0	ISS	P3118	22 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	12	0	ISS	P3118	25 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	24	0	ISS	P3700	22 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	24	0	ISS	P3700	25 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	6	0	ISS	P8400	25 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	24	0	ISS	P8402	15 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	12	0	ISS	P8402	22 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	12	0	ISS	T2011	15 Jun 90	26 Jun 90
8905-00-082-5733	A5A	0	12	0	ISS	T2011	25 Jun 90	26 Jun 90

Figure C-48. Transaction Register Purge Report (example).

[illegible]

TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)
REPORTS AND INQUIRIES
TRANSACTION REGISTER PURGE REPORT
FOR: 1 Nov 90

[illegible]

Figure C-49.Transaction Register Purge Report - Negative Report (example).

- a. This report is produced in the A Required subfunction (section 11).
- b. Use this report to show a list of transactions older than 60 days that are purged from the register. It includes the NSN, document identifier code, VRGC number, transaction quantity, due-in quantity, transaction code, document number, transaction date, and date entered on the transaction register.
- c. When there are no records purged from the register, a negative report is produced under the same PCN.

C-37 Data Loaded to Transaction File Report, PCN AJK-752 (fig. C-50 and 51).

DATE: 30 Nov 90	DATA LOADED TO TRANSACTION INPUT FILE)	PCN AJK-752
TIME: 10:48:20		
	FILE NAME	NUMBNER OF TRANSACTIONS
	-----	-----
	dfo.Nov3090	184
	*****	*****
	END REPORT	*****

Figure C-50. Data Loaded to Transaction File Report (example).

DATE: 25 Oct 90	DATA LOADED TO TRANSACTION INPUT FILE)	PCN AJK-752
TIME: 09:23:19		
	FILE NAME	NUMBNER OF TRANSACTIONS
	-----	-----
	*****	*****
	NGATIVE REPORT	*****

Figure C-51. Data Loaded to Transaction File Report - Negative Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show that DFO data is loaded and ready for transmission. It includes the file name and number of transactions loaded.
- c. When there is no data for the input file, a negative report is printed under the same PCN.

C-38 Data Sent to On-line Dining Facilities Report, PCN AJK-753 (fig. C-52).

DATE: 26 Dec 90	DATA SENT TO ON-LINE DINING FACILITIES	PCN AJK-753
TIME: 10:48:20		
	ACTIVITY CODE	NUMBNER OF TRANSACTIONS
	-----	-----
	YDF007	97
	YDF004	22
	YDF006	121
	YDF003	85
	YDF002	98
	YDF008	40
	YDF010	212
	YDF005	107
	FM-ALL	0
	*****	*****
	END REPORT	*****

Figure C-52. Data Sent to On-line Dining Facilities Report (example).

- This report is produced in the End of Day subfunction (section 11).
- Use this report to show a list of dining facilities that receive data from the Input file. It include the activity code and number of transactions for each DFO.

C-39 Financial Accounting VRGC Inquiries Report, PCN AJK-794 (fig. C-53).

DATE: 13 Mar 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-794	
FINANCIAL ACCOUNTING/VOUCHER REGISTER GENERAL CONTROL						
VRGC INQUIRIES Mar 1990						
DATE	VOU NO	TRANSACTION DESC	TOTAL	PERISHABLE	SEMIPREISH	
1	2	IAMA PERISHABLE	\$ 73,655.57	\$ 73,655.57	\$.00	
1	3	IAMA SEMIPERISH	-29,310.17	.00	-29,310.17	
2	4	REDUC COMM RCT	18,400.00	10,500.00	7,900.00	
5	5	DPSC RECEIPT	4,587.08	4,587.00	.00	
5	6	DPSC RECEIPT	4,955.14	3,783.94	1,171.20	
5	7	DSO RECEIPT	.00	.00	.00	
5	8	DSO RECEIPT	4,625.85	4,625.85	.00	
5	9	DSO RECEIPT	26,295.22	26,295.22	.00	
Report will continue to list individual items until all have been listed.						
12	31	CMSRY PURCHASE	32.64	.00	32.64	
BALANCE LINE						
DEBIT			CREDIT			
TOTAL:		\$ 485,975.68	\$ 101,677.00			
PERISHABLE:		\$ 375,434.14	\$ 60,089.36			
SEMIPERISHABLE:		\$ 110,541.54	\$ 41,587.64			

Figure C-53. Financial Accounting VRGC Inquiries Report (example).

- a. This report is produced in the VRGC Inquiries process (section 11).
- b. Use this report to show the date and transaction description for each commodity group.
- c. This report shows the total dollar value of the balance line for each commodity group.

C-40 Accountable Inventory Count Sheet Report, PCN AJK-7B1 (fig. C-54).

DATE: 17 Apr 91		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-7B1	
TEAM # 2		ACCOUNTABLE INVENTORY COUNTSHEET					
PERISHABLE							
NSN	ITEM NAME	UNIT OF ISSUE	UNIT PACK	UNIT PACK QTY	CASE COUNT		LOOSE COUNT
8915-00-T98-8765	JUICE CRANBERRY IND	CS	CS	1	PRI LOC: KAH24		
					ALTLOC1:		
					ALTLOC2:		
					TOTAL		
8915-01-T82-6058	PORK HAM DICED, SLICED IP	LB	BG	5	PRI LOC: TRK01		
					ALTLOC1:		
					ALTLOC2:		
					TOTAL		
Report will continue to list individual items until all have been listed.							
8950-00-T57-1599	TEAST, DRY ACTIVE 1/4 OZ	PG	CO	3	PRI LOC: X1XXX		
					ALTLOC1:		
					ALTLOC2:		
					TOTAL		
				****	TOTAL ITEM FOR PERISHABLE		282 ****

Figure C-54. Accountable Inventory Count Sheet Report (example).

- a. This report is produced in the Print Count Sheets subfunction (section 9).
- b. Use this report to record the physical inventory count by NSN/MCN, for each item on the MIF.
- c. The report is printed by storage location (e.g., primary, alternate 1, and alternate 2). Part 1 lists all perishable items and Part 2 lists all semiperishable items.
- d. The last page of this report shows the total number of items by commodity group.

C-41 Accountable Inventory Recount Sheet Report, PCN AJK-7B2 (fig. C-55).

DATE: 17 Apr 91		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-7B2	
TEAM # 1		ACCOUNTABLE INVENTORY RECOUNT SHEET					
SEMI-PERISHABLE							
NSN	ITEM NAME	UNIT OF ISSUE	UNIT PACK	UNIT PACK QTY	CASE COUNT	LOOSE COUNT	
8950-00-T27-8049	SPICE CINNAMON GRD 1 LB	CN	CS	12	PRI LOC: AAAAA		
					ALTLOC1:		
					ALTLOC2:		
					TOTAL		
8950-00-T16-5488	SPICE CELERY SEED 4 OZ LP	CO	BG	48	PRI LOC: AAAAB		
					ALTLOC1:		
					ALTLOC2:		
					TOTAL		
Report will continue to list individual items until all have been listed.							
8950-00-753-2962	SPICE CHILE PWD 1 LB (LP)	CO	CS	12	PRI LOC: ZZZZD		
					ALTLOC1:		
					ALTLOC2:		
					TOTAL		
				****	TOTAL ITEM FOR SEMIPERISHABLE	20	****

Figure C-55. Accountable Inventory Recount Sheet Report (example).

- a. This report is produced in the Print Recount Sheets subfunction (section 9).
- b. Use this report to record the physical inventory recount by NSN/MCN, for each item on the MIF whose initial physical inventory count does not agree with the system balance on hand.
- c. The report is printed by storage location (e.g., primary, alternate 1, and alternate 2). Part 1 lists all perishable items and Part 2 lists all semiperishable items.
- d. The last page of this report shows the total number of recount items by commodity group.

C-42 Accountable Inventory Report, PCN AJK-7E1 (fig. C-56 and C-57).

DATE: 29 Mar 91		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-6K1
PERISHABLE		ACCOUNTABLE INVENTORY REPORT			
NSN	ITEM NAME	UNIT OF ISSUE	BALANCE ON HAND	UNIT PRICE	TOTAL DOLLAR VALUE
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	7440	2.09	15,549.60
8905-00-299-1316	BEEF CORNED FZN	LB	910	1.65	1,501.50
8905-00-285-2075	BEEF GROUND	LB	1025	1.56	1,599.00
8905-00-133-5886	BEEF KNUCKLE SPECIAL	LB	3435	2.51	8,621.85
8905-00-655-8410	BEEF LIVER SLICED	LB	400	0.97	388.00
8905-01-050-3190	BEEF PATTIE MIX W/SOY	LB	12564	1.25	15,705.00
8905-00-935-3268	BEF PATTIES	LB	501	1.61	806.61
Report will continue to list individual items until all have been listed.					
8905-00-965-2128	CHIC CUT UP W/O BACK	LB	18860	0.85	16,031.00
8905-00-126-3416	CHIC WHO BROILER/FRYER	LB	12408	0.71	8,809.68
8905-01-114-1457	CHICKEN FILLET	LB	1395	2.19	3,055.05
8905-00-209-5923	CHITTERLINGS FZN RAW	LB	570	0.57	324.90

Figure C-56 Accountable Inventory Report - Perishable (example).

DATE: 29 Mar 91		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-6K1
SEMI-PERISHABLE		ACCOUNTABLE INVENTORY REPORT			
NSN	ITEM NAME	UNIT OF ISSUE	BALANCE ON HAND	UNIT PRICE	TOTAL DOLLAR VALUE
8970-01-295-0337	DINNER #10	EA	0	117.48	0.00
8970-01-294-9231	DINNER #2	EA	0	117.48	0.00
8970-01-294-9234	DINNER #5	EA	0	117.48	0.00
8970-01-295-0336	DINNER # 9	EA	0	117.48	0.00
8970-01-149-1094	MEAL READY TO EAT (MRE)	BX	2620	53.00	138,860.00
8970-01-294-9230	MODULE TP DINNER #1	EA	0	117.48	0.00
8970-01-294-9232	MODULE TP DINNER #3	EA	0	117.48	0.00
Report will continue to list individual items until all have been listed.					
8970-01-294-9233	MODULE TP DINNER #4	EA	0	117.48	0.00
8970-01-295-9233	MODULE TP DINNER #6	EA	0	117.48	0.00
8970-01-295-9234	MODULE TP DINNER #7	EA	0	117.48	0.00
8970-01-295-9235	MODULE TP DINNER #8	EA	0	117.48	0.00
TOTAL SEMI PERISHABLE				\$	264,616.54
GRAND TOTAL FOR PERISHABLE AND SEMI-PERISHABLE				\$	685,694.28

Figure C-57 Accountable Inventory Report - Semiperishable (example).

- a. This report is produced in the Final Inventory process (section 9).
- b. Use this report to show the total dollar value of the balance on hand after a physical inventory is completed. It includes the NSN, item name, unit of issue, balance on hand, unit price, and total dollar value per line item.
- c. The report is separated by commodity group, and the final portion shows the grand total dollar value for perishable and semiperishable items.

C-43 TISA Variance Report, PCN AJK-7F1 (fig. C-58).

DATE: 28 Feb 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-7F1	
PERISHABLE		VARIANCE REPORT					
NSN	ITEM NAME	UNIT PRICE	ACTUAL COUNT	MIF BALANCE ON HAND	QUANTITY VARIANCE	DOLLAR VALUE VARIANCE	
8915-00-616-0199	ONIONS SPANISH SWT FRESH	.17	0	500	-500	-85.00	
8915-00-126-8804	ORANGES FRESH	.35	57,631	57,631	0	0.00	
8915-00-127-8922	PARSLEY FRESH	.81	168	168	0	0.00	
8915-00-127-8271	PEACHES (SEASONAL)	.71	0	0	0	0.00	
8915-00-126-8805	PEARS FRESH	.46	28,066	28,066	0	0.00	
Report will continue to list individual items until all have been listed.							
8915-00-128-1176	VEG FZN BEAN GREEN	.57	24,574	24,574	0	0.00	
8915-00-162-9878	VEG FZN BEANS GR FR STYLE	.75	23,185	23,185	0	0.00	
8915-00-127-7984	VEG FZN BEANS LIMA	.92	24,448	24,448	0	0.00	
8915-00-616-4819	VEG FZN BEANS WAX CUT	.60	34,380	34,380	0	0.00	

Figure C-58 TISA Variance Report (example).

- a. This report is produced in the Variance Report subfunction (section 9).
- b. Use this report to show the quantity variance and dollar value variance for each item against the actual count and MIF balance on hand (BOH).

C-44 Open Receipts List (VRGC) Report, PCN AJK-7G1 (fig. C-59).

DATE: 13 Mar 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA))	PCN AJK-7G1
TIME: 12:45:05	OPEN RECEIPTS LIST (VRGC)	
VRGC NUMBER	SOURCE OF SUPPLY	DATE RECEIVED
4	DPSC	04 Mar 90
7	DSO	05 Mar 90

Figure C-59. Open Receipts List (VRGC) Report (example).

- a. This report is produced in the Print Count Sheets subfunction (section 9).
- b. Use this report to show open receipts by VRGC number, source of supply, and date received. Close these receipts before continuing with your physical inventory.

C-45 Open Receipts List (Turn-ins) Report, PCN AJK-7G2 (fig. C-60).

DATE: 16 Sep 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA))	PCN AJK-7G2
TIME: 12:45:12	OPEN RECEIPTS LIST (TURN-INS)	
TURN-IN NUMBER	SOURCE OF SUPPLY	DATE RECEIVED
ACDF0312390003	DFO	13 Sep 91
YLEFPR00590003	NON-AFMIS	21 Aug 91
ACDF0512390005	DFO	21 Aug 91

Figure C-60. Open Receipts List (Turn-ins) Report (example).

- a. This report is produced in the Print Count Sheets subfunction (section 9).
- b. Use this report to show the turn-in number, source of supply, and date received for open turn-ins. Process these turn-ins before continuing with your physical inventory.

C-46 Location Survey Report, PCN AJK-993 (fig. C-61).

DATE: 13 JUL 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA))				PCN AJK-993
ACT CD: W26QKQ	LOCATION SURVEY REPORT				
TIME: 10:36:39	PERISHABLE				
NSN/MCN	ITEM NAME	L O C A T I O N S			PER
		PRIME	ALT#1	ALT#2	
8950-00-D16-5474	MUSTARD IND 1/2 OZ CUP				P
8950-00-616-5481	DRSG SALAD IN 1/2 OZ				P
8945-00-616-0091	SHORTENING 50 LB GP	DBA8A			P
8910-01-015-4183	CHEESE AMERICAN SURPLUS	DBA9A			P
8910-00-584-6431	CHEESE PROC SWISS & AMER	BDAAA			P
8950-01-057-1559	YEAST 2 LB BG	DBABA			P
8950-00-T57-9806	HORSERADISH 5 OZ	DBACA			P
8910-00-043-3198	EGG SHELL DOM	DBAEA	DBAFA	DBAGA	P
8950-00-139-5773	RELISH IND 1/2 OZ	DBAKA			P
8950-00 D39-5773	RELISH IND 1/2 OZ	DBAKA			P
 Report will continue to list individual items until all have been listed.					
8905-00-655-8410	BEEF LIVER SLICED	DDCDA			P
8905-01-063-3120	VEAL GROUND	DDCEA			P
8905-00-960-2303	SHRIMP BREADED RAW	DDCGA			P
8905-00-965-2128	CHIC CUT UP W/O BACK	DDDA	DDDBA		P
 305 Total PERISHABLE MIF records read					

Figure C-61. Location Survey Report (example).

- a. This report is produced in the Print Storage Location Report subfunction (section 10).
- b. Use this report to show a list of perishable or semiperishable items grouped by storage locations (e.g., primary, alternate 1, and alternate 2). Items listed at the top of the report do not have assigned locations.
- c. The report includes the NSN, item name, perishability code, and all three locations, if applicable. It also lists the total number of items by commodity group at the bottom of the page.

C-47 Master Locator Report, PCN AJK-995 (fig. C-62).

DATE: 19 JUL 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA))	PCN AJK-995
ACT CD: W26KQ	MASTER LOCATOR REPORT	
TIME: 10:16:14	SEMIPERISHABLE	
NSN/MCN	ITEM NAME	L O C A T I O N S
		PRIME ALT#1 ALT#2 PER
8915-00-085-1650	JUICE GRAPEFRUIT #3	AECBA S
8915-00-D83-7135	JUICE APPLE 5 1/4 - 6 OZ	AFBBA S
8915-00-T55-0523	JUICE DIET TOMATO #03	KAH68 S
8915-00-935-6629	MUSHROOMS WHITE 16 OZ	BDFBA BDFBB S
8915-00-128-1179	ONIONS DEHY #10	ACFAA S
8915-00-577-4203	PEACHED SLICED # 10	AEEBA S
8915-00-616-0223	PEARS # 10	AEDAA S
8915-00-127-9282	PEAS GREEN # 10	ADGBA DBAFA S
8915-00-007-5309	PEAS BLACKKEYED # 10	ADGAA S
8915-01-165-4928	PEAS & MUSHROOMS (TR/PK)	ABBAA S
Report will continue to list individual items until all have been listed.		
8915-00-149-1571	SPICE GARLIC DEHY 12 OZ	AABBA S
8915-00-T75-0530	SPICE PARSLEY 1 1/2 OZ LP	AAAAE S
8915-00-D75-0530	SPICE PARSLEY 1 1/2 OZ	AAAAD S
8915-00-143-0931	SPINACH # 10	ACGBA S
340 Total SEMIPERISHABLE MIF records read		

Figure C-62. Master Locator Report (example).

- a. This report is produced in the Print Storage Location Report subfunction (section 10).
- b. Use this report to show a list of perishable/semiperishable items grouped by storage locations and printed in FSC sequence.
- c. The report includes the NSN, item name, perishability code, and all three locations, if applicable. It also lists the total number of items by commodity group at the bottom of the page.

C-48 Customer Information File Report, PCN AJK-CIF (fig. C-63).

DATE PREPARED: 25 Apr 91				CIF FILE PRINT				PCN AJK-CIF			
TIME PREPARED: 8:12:22				CUSTOMER INFORMATION FILE							
				TYPE							
*	CUSTID	D	FC	APC	A	BILLTO	CA	<VRGC--TXN--NR>	<--NAME of P.O.C.-->		<-----ACTIVITY NAME----->
	DLYLOC								COMML PHON	<-----Street Address----->	
									<AUTOVON#>	EXT#	<----City-----> St <--ZIP-->
A	YDF001		LY02	A	YMPASF	A	ACTIVE ARMY		DEBBIE NORWOOD		DINING FACILITY P-9300
	P9300								AC (804) 734-5425		MAHONE AVE & 31ST STREET
									AV (007) 687-5425	EXT?	FORT LEE VA 23801
A	YDF002		LY02	A	YMPASF	A	ACTIVE ARMY		MR. GARY THOMPSON		DINING FACILITY P-8400
	P8400								AC (804) 734-2926		A AVENUE & 28TH STREET
									AV (007) 687-2926	EXT?	FORT LEE VA 23801
Report will continue to list individual customers until all have been listed.											
C	YJAGSA	NN		F	YJAGSA	O	JAG SCHOOL UVA		MR. GARY DAVIS		TJAGSA COMMUNITY CLUB
	P/U								AC (804) 972-6335		JAG SCHOOL, UNIVERSITY OF VA
									Unknown AV #	EXT?	CHARLOTTESVILLE VA 22903-1781
C	YQMOAC		LY02	A	YMPASF	F	ACTIVE ARMY		MSG LODEN		QMO ADVANCE COURSE
	P/U								AC (804) 734-3870		BLDG P-5000
									Unknown AV #	EXT?	FORT LEE VA 23801
CIF Legend: * = DVD auth (A=online& auth; B=offline& auth; C=no) : D = Delete Flag; A = Abstract Code; TYPE CA = Type Customer Account											
TOTAL RECORDS LISTED: 140											

Figure C-63. Customer Information File Report (example).

- a. This report is not produced in any TISA function. However, you can request a copy of this report from the SA.
- b. Use this report to show a detailed listing of all the customers being supported by the installation's TISA. It includes the customer ID code, an account processing or fund code, a bill to DODAAC address, the name of the activity, and the POC.
- c. The bottom portion of the report gives an explanation of customer information codes being used and displays the total number of records on the CIF.

C-49 Master Item File Report, PCN AJK-MIF (fig. C-64).

DATE PREPARED: 30 Aug 90				MIF FILE PRINT								PCN: AJK-MIF			
TIME PREPARED: 8:12:22				MASTER ITEM FILE											
1				<--VENDOR NUMBERS-->			<CONTRACT SEQUENCE#S>			<-----UNIT PRICES----->			<-----CONTRACT PRICES----->		
1<-----NSN/MCN----->	PER	SRC		PREV'S	CURRNT	<NEXT>	PREV'S	CURRNT	<NEXT>	PREV'S	CURRNT	<NEXT>	<--PREV'S>	<CURRENT>	<--NEXT-->
2															
2<---ITEM NOMENCLATURE--->				UI	UPK	UPKQTY	<-----MIF LOCATIONS----->			<---CURRENT BALANCES---><---DAILY TR BEGINNING-->			<---MO'LY TR BEGINNING-->		
3DEL	CONDT	INT	CONVRSN	F	EFFECTVDATE					<--ON HAND> <--DUE IN--> <--ON HAND> <--DUE IN-->			<--ON HAND> <DUE IN-->		
3		MGT					PRIME	ALT#1	ALT#2	INVENTORY COUNTS			DVD DELIVERY SCHEDULE		
R	<-JAN->	<-FEB->	<-MAR->	<-APR->	<-MAY->	<-JUN->	<-JUL->	<AUG->	<-SEP->	<-OCT->	<-NOV->	<-DEC->	CURNTMO	RECUR	NON-RCR
N													CURRENT	NEXTMON	<OSTCT>
OST															
1	8910-00-139-6707	S	D				00	00	00	\$5.08	\$5.08	\$0.00	\$0.0000	\$0.0000	\$0.0000
2	MILK DRY NONFAT 4 LB			BX	CS	6			0	0	0	0	0	0	0
3	X		4.0000				XZXCX			0	0				
R	153	95	25	1	30		0	6	105	76	111	120	92	15	
N	0	0	0	0	0		0	0	0	0	0	0	0	0	
OST	0	0	0	0	0		0	0	0	12	0	0	0	0	0
Report will continue until all items on the MIF are listed.															
1	8910-00-782-3765	S	Y				00	00	00	\$0.00	\$0.00	\$0.00	\$3.4200	\$3.6500	\$0.0000
2	CHEESE PARMESAN 1 LN (LP)			CO	CS	12			210	0	210	0		283	0
3			1.0000				BFEAA			0	0				
R	71	62	63	62	55		64	36	53	28	120	59	41	73	
N	0	0	0	0	0		0	0	0	0	0	0	0	0	
OST	0	0	0	0	0		0	0	0	12	0	0	0	0	0
1	8910-00-221-1995	S	D				00	00	00	\$103.80	\$103.80	\$0.00	\$0.0000	\$0.0000	\$0.0000
2	MODULE TP DINNER #4			EA	CS	1			0	0	0	0		0	0
3			91.000				C7118			0	0				
R	0	0	0	0	0		0	0	0	0	0	0	0	0	
N	0	0	0	0	0		0	0	0	0	0	0	0	0	
OST	0	0	0	0	0		0	0	0	0	0	0	0	0	0
<div> @ (#) mifrppt.ace 1.5 11/9/89 10:52:18 TOTAL RECORDS LISTED: 616 </div>															

Figure C-64. Master Item File Report (example).

- a. This report is not produced in any TISA function. However, you can request a copy of this report from the SA.
- b. Use this report to show a detailed list of items being stocked by TISA. Some of the most frequently used categories are the MIF locations, unit prices, contract prices, inventory counts, due-in quantities, and balance on hand quantity.
- c. The final portion of the report displays the total number of records on the MIF.

C-50 Unreceipted Orders Inquiry (by RDD and Category) Report, PCN AJK-OX1 (fig. C-65).

DATE: 13 JUL 90	PCN AJK-OX1
ACT CODE: W26QKQ	
TROOP ISSUE SUBSISTENCE ACTIVITY	
STOCK ACCOUNTING FUNCTION	
DIRECT VENDOR DELIVERY SUBFUNCTION	
UNRECEIPTED ORDERS INQUIRY	
(BY RDD AND CATEGORY)	
INQUIRY SELECTION: UNRECEIPTED ORDERS -	11 JUL 90 CATEGORY: DAIRY
CATEGORY:	DAIRY
VENDOR ID:	IC0690
VENDOR NAME:	CONSOLIDATED ICE CREAM CORPORATION
CUSTOMER ID	
YDF001	YDF005 YDF002
CATEGORY:	DAIRY
VENDOR ID:	MM0690
VENDOR NAME:	MARYLAND AND VIRGINIA MILK PRODUCERS
CUSTOMER ID	
YDF001	YDF005 YDF002

Figure C-65. Unreceipted Orders Inquiry (by RDD and Category) Report (example).

a. This report is produced in the Direct Vendor Delivery subfunction (section 5).

b. Use this report to show vendors with DVD orders that are not receipted for. It includes the date unreceipted order and category, vendor ID code, vendor's name, and customer ID code.

C-51 SF 36 - Non-BPA Local Purchase Report, PCN AJK-T71 (fig. C-66).

DATE: 10 Sep 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-T71
ACT CODE: W26QKQ	STOCK ACCOUNTING	
	REQUISITIONING	
	SF 36 - NON-BPA LOCAL PURCHASE	
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: _____		
CONTRACTOR: _____		
PIIN _____		
ITEM		
NO	SUPPLIES/SERVICES	QUANTITY UNIT UNIT PRICE AMOUNT
1	EGGS SHELL DOM	30 DZ
TOTAL AMOUNT:		

Figure C-66. SF 36 - Non BPA Local Purchase Report (example).

- a. This report is produced in the Requisitions subfunction (section 5).
- b. Use this report to show non-BPA local purchase items that are on order. It includes the item number, type of supply, quantity, and unit of issue.

C-52 SF 36 - Receiving Report, PCN AJK-T72 (fig. C-67).

DATE: 12 Apr 93	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-T72
	STOCK ACCOUNTING	
	SF 36 - RECEIVING REPORT	
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: DABT59-89-A-0095		
CONTRACTOR: SANDLER FOODS		CALL ORDER NUMBER: 100
PIIN DABT59-89-A-G095		VRGC NUMBER: 81

REQUISITION	NO	SUPPLIES/SERVICES	QUANTITY RECEIVED	UI	UNIT PRICE	AMOUNT
W26QKQ10910012		BARLEY PEARL 1 LB (LP)	120	PG	\$ 0.5700	\$ 68.40
W26QKQ10910013		BURRITOS BEEF & BEAN	50	CS	12.5000	625.00
W26QKQ10910014		CEREAL ROLLED OATS ASST.	240	BX	0.8500	204.00
W26QKQ10910015		CEREAL ROLLED OATS INST.	240	BX	0.7500	180.00
Report will continue to list items until all have been listed.						
W26QKQ10910035		SPICE ALLSPICE GRD 2 OZ	240	JR	0.5000	120.00
W26QKQ10910036		SPICE BASIL 2 OZ (LP)	240	JR	0.5000	120.00
W26QKQ10910037		SPICE BAY LEAVES WHL 2 OZ	240	JR	0.6500	156.00
W26QKQ10910038		SPICE CELERY SEED 4 OZ LP	288	CO	0.6500	187.00
W26QKQ10910039		SPICE CHILI PWD L LB (LP)	360	CO	1.7500	630.00
W26QKQ10910040		SPICE CINNAMON GRD 1 LB	360	CN	1.9500	702.00
W26QKQ10910041		SPICE CLOVES GRD 2 OZ LP	120	JR	0.6500	78.00
W26QKQ10910042		SPICE CLOVES WHOLE 1-2 OZ	240	JR	0.6000	144.00
W26QKQ10910043		SPICE CRM OF TARTAR 4 OZ	240	CO	0.5200	124.80
TOTAL AMOUNT						14,522.40

Figure C-67. SF 36 - Receiving Report (example).

- a. This report is produced in the Blanket Purchase Agreement subfunction (section 5).
- b. Use this report to show BPA items ordered and received by TISA. It includes the name of the contractor, call order number, VRGC number, PIIN, requisition number, description of supplies, quantity received, unit of issue, unit price, and dollar amount per item.
- c. The final portion of the report displays the total dollar value for the order.

C-53 SF 36 - BPA Order Report, PCN AJK-T73 (fig. C-68).

DATE: 11 Apr 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)		PCN AJK-T73	
STOCK ACCOUNTING					
SF 36 - BPA ORDER REPORT					
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: DABT59-90-M-0043					
CONTRACTOR: UTZ QUALITY FOODS, INC.				CALL ORDER NUMBER: 70	
PIIN DABT59-90-A-G043					
REQUISITION	NO	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT UI	UNIT PRICE AMOUNT
W26QKQ01010002		DIET JELLIES IND (KAH)	20	HD	\$.4275 \$ 88.55
W26QKQ01010003		DIET SYRUP IND (KAH)	20	HD	11.2630 225.26
W26QKQ01010004		DRSG FRENCH LO-CAL 8 OZ	120	BT	1.1875 142.50
W26QKQ01010005		DRSG ITALIAN LO-CAL 8 OZ	120	BT	1.1875 142.50
W26QKQ01010006		ENCHILADAS BEEF	50	CS	18.3510 917.55
TOTAL AMOUNT					1,516.36

Figure C-68. SF 36 - BPA Order Report (example).

- This report is produced in the Blanket Purchase Agreement subfunction (section 5).
- Use this report to show BPA items that are on order. It includes the name of the contractor, call order number, PIIN, requisition number, type of supplies, quantity ordered, unit of issue, unit price, and dollar amount per item.
- The report also displays the total dollar amount for the order.

C-54 SF 36 - Corrected Receiving Report, PCN AJK-T74 (fig. C-69).

DATE: 7 Jun 93	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-T74
	STOCK ACCOUNTING	
	SF 36 - CORRECTED RECEIVING REPORT	
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: DABT59-90-M-0043		
CONTRACTOR: UTZ QUALITY FOODS, INC.	CALL ORDER NUMBER: 79	
	VRGC NUMBER: 82	
PIIN DABT59-90-A-A043		
REQUISITION	QUANTITY	UNIT
NO	RECEIVED	UI PRICE AMOUNT
SUPPLIES/SERVICES		
W26QKQ02760005	ANTIBROWNING AGENT 1 LB	9 JR \$ 1.3200 \$ 11.88
W26QKQ02760006	APPLESAUCE DIET #10 (KAH)	10 CS 0.5900 5.90
TOTAL AMOUNT		17.78

Figure C-69. SF 36 - Corrected Receiving Report (example).

- This report is produced in the Reversal/Adjustment subfunction (section 5).
- Use this report to show BPA items that were received and adjusted. It includes the name of the contractor, call order number, VRGC number, PIIN, requisition number, type of supplies, quantity received, unit of issue, unit price, and dollar amount per item.
- The report also shows the total dollar amount of the corrected order.

C-55 Inquiry on All BPA Orders Report, PCN AJK-T81 (fig. C-70).

DATE: 08 May 91		BLANKET PURCHASE AGREEMENT INQUIRY ON ALL BPA ORDERS			PCN AJK-T81
ORDER CALL NUMBER	PIIN	ID	VENDOR NAME	VENDOR CLOSED	OPEN/
	1	DABT59-89-A-G095	SAND83	SANDLER FOODS	CL
	2	DABT59-89-A-G085	RICT82	RICHTER DISTRIBUTING COMPANY	CL
	10	DABT59-89-A-H084	DFC189	DOUGHTIES FOODS	OP
	11	DABT59-89-A-H084	DFC189	DOUGHTIES FOODS	OP
	12	DABT59-89-A-H084	DFC189	DOUGHTIES FOODS	OP
	13	DABT59-91-A-H222	RICH91	RICHFOOD DISTRIBUTING CENTER	OP
	5055	DABT59-89-A-G085	RICH82	RICHTER DISTRIBUTING COMPANY	CL
	5056	DABT59-89-A-G085	RICH82	RICHTER DISTRIBUTING COMPANY	CL

Figure C-702. SF 36 - Inquiry on all BPA Orders Report (example).

- a. This report is produced in the Blanket Purchase Agreement subfunction (section 5).
- b. Use this report to show the status of all BPA orders. It includes the call order number, PIIN, vendor ID code, vendor's name, and an open or closed status for each order.

C-56 Detailed Inquiry on a BPA Order Report, PCN AJK-T82 (fig.C-71).

DATE: 03 Feb 91		BLANKET PURCHASE AGREEMENT		PCN AJK-T82	
DETAILED INQUIRY ON A BPA ORDER					
CONTRACT NO: DABT59-89-A-0085		PIIN: DABT59-89-A-D085 CALL ORDER NUMBER: 3			
VENDOR NAME: RICHTER DISTRIBUTING COMPANY		VENDOR ID: RICT82			
ITEM NAME	NSN/MCN	UI	QUOTED PRICE	ORDER QUANTITY	RECEIVED QUANTITY
BURRITOS BEEF & BEAN	8940-00-T44-1629	CS	\$ 12.7500	50	0
CATSUP IND 1/2 OZ CUP LP	8950-00-T16-5479	HD	0.9500	120	120
CORN DOGS	8940-01-T91-7208	CS	14.2800	50	0
ENCHILADAS BEEF	8940-00-T43-5468	CS	10.3600	25	25

Figure C-71. Detailed Inquiry on a BPA Order Report (example).

- This report is produced in the Blanket Purchase Agreement subfunction (section 5).
- Use this report to show BPA items for a specific call order number and PIIN.
- The report includes the contract number, vendor's name, vendor ID code, item name, NSN/MCN, unit of issue, quoted price, order quantity, and quantity received.

C-57 DPSC Candidate Requisition List Report - Perishable, PCN AJK-TT1 (fig. C-72).

DATE: 02 Jun 90													TROOP ISSUE SUBSISTENCE ACTIVITY													PCN		AJK-TT1	
TIME: 09:09													STOCK ACCOUNTING/REQUISITIONING																
ACT CODE: W26QKQ													DPSC CANDIDATE REQUISITION LIST																
													FOR THE MONTH OF JUL																
													PERISHABLE																
													UNIT U/PACK QTY																
DEMAND													UI PACK QTY BOH DUE-IN ROQ																
RECURRING													SPLIT RDD																
NON-RECURRING													RDD QTY RDD QTY RDD QTY RDD QTY																
PIG FEET FRONT FZN													8905-00-044-1854 LB CS 30 0 300 0 183 184 187 190																
													0 460 53 0 0 0 0 0 0 46 171 0 0 192 194 197 199																
													0 0 0 0 0 0 0 0 0 0 0 0 0 201 204 206 208																
													211																
Report will continue to list individual items until all have been listed.																													
BEEF KNUCKLE SPECIAL													8905-00-133-5886 LB CS 50 4811 12679 0 183 184 187 190																
													1658 2445 1617 1029 705 1863 1333 1860 1507 1815 2322 940 192 194 197 199																
													0 0 0 0 0 0 0 0 0 0 0 0 0 201 204 206 208																
													211																
BEEF SHOULDER CLOD													8905-00-133-5887 LB CS 50 4206 5456 0 183 184 187 190																
													2528 709 1238 1258 415 1129 2165 917 876 942 1150 822 192 194 197 199																
													0 0 0 0 0 0 0 0 0 0 0 0 0 201 204 206 208																
													211																
***** - No demand data available to calculate ROQ																													

Figure C-72. DPSC Candidate Requisition List Report (example).

- a. This report is produced in the Requisitions subfunction (section 5).
- b. Use this report to show a list of DPSC items requested for the next accounting period.
- c. The report includes the item name, NSN, unit of issue, unit pack, unit pack quantity, balance on hand, quantity due-in, and recommended order quantity. It also includes the demand data and any split RDD data, when applicable.

C-58 Local Purchase Candidate Requisition List Report - Semiperishable, PCN AJK-TT2 (fig. C-73).

DATE:	20 Jul 90	TROOP ISSUE SUBSISTENCE ACTIVITY											PCN	AJK-TT2
TIME:	15:50	STOCK ACCOUNTING/REQUISITIONING												
ACT CODE:	W26QKQ	LOCAL PURCHASE CANDIDATE REQUISITION LIST												
RDD:	232	FOR THE MONTH OF AUG												
		SEMI-PERISHABLE												
								UNIT	U/PACK		QTY			
					NSN		UI	PACK	QTY	BOH	DUE-IN			ROQ
	DEMAND	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
RECURRING														
NON-RECURRING														

Figure C-73. Local Purchase Candidate Requisition List Report - Semiperishable (example).

- a. This report is produced in the Requisitions subfunction (section 5).
- b. Use this report to show a list of local purchase items requested for the next accounting period.
- c. The report includes the item name, NSN, unit of issue, unit pack, unit pack quantity, balance on hand, due-in quantity, and recommended order quantity.

C-59 SF 36 - Local Purchase Receiving Report, PCN AJK-VC1 (See fig. C-74).

DATE: 12 Apr 90		SF 36 - LOCAL PURCHASE RECEIVING REPORT		PCN AJK-VC1	
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: _____					
CONTRACTOR: _____		PIIN: DABT59-89-D-0016			
SUPPLIES/SERVICES	UI	QUANTITY RECEIVED	UNIT PRICE	AMOUNT	
BEVERAGE GRAPE	GL	360	\$ 3.5000	\$ 1260.00	
BEVERAGE ORANGE	GL	240	3.5000	840.00	
BEV DIET COKE 5 GAL CO	GL	360	3.1500	1134.00	
BEVERAGE COCA COLA	GL	520	3.5000	1820.00	
CO 2 TANKS 20 LBS	CO	8	8.0000	64.00	
BEV SUGAR FREE SPRITE	GL	120	3.1500	378.00	
TOTAL AMOUNT □				5496.00	

Figure C-74. SF 36 - Local Purchase Receiving Report (example).

- This report is produced in the Blanket Purchase Agreement subfunction (section 5).
- Use this report to show local purchase items ordered and received by TISA. It includes the PIIN, type of supplies, unit of issue, quantity received, unit price, and dollar amount per item.
- The final portion of the report displays the total dollar value for the order.

C-60 Vendor Information File Report, PCN AJK-VIF (fig. C-75).

DATE PREPARED:	25 Apr 91	VIF FILE PRINT	PCN	AJK-VIF
TIME PREPARED:	10:38:35	VENDOR INFORMATION FILE		
ID_VEND	CD_VEND_TYPE	PAY_PD	DT_FRM	DT_TO
	DVD_CAT_CD	VEND_NM		
	CNT_NO	ADD1_VEND		
	NM_POC	ADD2_VEND		
	PH_POC	CITY_VEND	STATE_VEND	ZIP_VEND
CI0590	B		01 May 1991	30 Apr 1995
		CITY ICE PLANT		
	DABT59-91-B-1111	12123 SPRING STREET		
	TOM KEYS			
	8041234444	PETERSBURG	VA	23805
Report will continue to list individual vendors until all have been listed.				
COKE91	B		01 May 1991	30 Apr 1995
		COCA COLA BOTTLING COMPANY		
	DABT59-91-A-5555	9098 SOFT DRINK AVENUE		
	EUGENE BLACHER			
	8041234567	PETERSBURG	VA	23805
KK1290	A	99	01 Dec 1990	30 Sep 1991
	B	KRISPY KREME DOUGHNUT CORPORATION		
	DLA13H-90-D-V661	4910 W. BROAD STREET		
	LINDA SIMS			
		RICHMOND	VA	23226

Figure C-75. Vendor Information File Report (example).

- a. This report is not produced in any TISA function. However, you can request a copy of this report from the SA.
- b. Use this report to show a detailed list of all local vendors used to support the TISA operation. It includes the vendor ID code, vendor's name, contract pay period, type of vendor, and beginning and ending contract period.
- c. The bottom portion of the report explains the DVD category code used for AFMIS.

C-61 Inventory Adjustment Report, PCN AJK-VS1 (fig. C-76).

DATE: 20 Jul 90		TROOP ISSUE SUBSISTENCE ACTIVITY						PCN AJK-VS1	
TIME: 14:39:37		INVENTORY ADJUSTMENT REPORT							
DON	NSN/MCN	ITEM NAME	UI	UPR	NEW BOH	ORIGINAL BOH	BOH DIFF	MONETARY DIFF	
W26QKQ02010013	8920-00-125-9441	SPAGHETTI 10 LB	LB	\$ 0.32	123	179	-56\$	-17.92	
W26QKQ02010014	8940-00-151-6462	CHILI CON CARNE DEHY #10	CN	13.37	54	32	22	294.14	
W26QKQ02010015	8940-00-641-8962	DES PWD LEMON #2 1/2	CN	1.16	763	46	-270	-313.20	
W26QKQ02010016	8915-00-127-7992	VEG FZN SPINACH	LB	0.52	8	256	-248	-128.96	
W26QKQ02010017	8915-00-044-1918	VEG FZN POTATOES HASH BR	LB	0.41	87686	1458	86228	35,353.48	
W26QKQ02010018	8915-00-160-6156	VEG FZN CAULIFLOWER	LB	0.57	6546	887	5659	3,225.63	
TOTAL MONETARY DIFF								38,413.17	

Figure C-76. Inventory Adjustment Report (example).

- This report is produced in the Reversal/Adjustment subfunction (section 5).
- Use this report to show items that are adjusted, after a physical inventory is completed.
- The report includes a document number, NSN/MCN, item name, unit of issue, unit price, new balance on hand, original balance on hand, balance on hand difference, monetary difference per line item, and total monetary difference for the inventory.

C-62 Receipt Reversal Report, PCN AJK-VT1 (fig. C-77).

DATE:	11 Apr 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-VT1
TIME:	10:51:10	RECEIPT REVERSAL REPORT				
DOCUMENT NUMBER	DATE RECEIVED	NSN/MCN	ITEM NAME	UI	NEW SHIP IND	ORIGINAL SHIP IND
W26QKQ00540018	10 Apr 90	8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	P	F
UPR	NEW QTY RECEIVED	ORIGINAL QTY RECEIVED	QTY DIFF	MONETARY DIFF		
\$ 1.13	3,000	3,015	-15	\$ -16.95		

Figure C-77. Receipt Reversal Report (example).

- a. This report is produced in the Reversal/Adjustment subfunction (section 5).
- b. Use this report to show items with adjustments made on the original receipt. It includes the document number, date received, NSN/MCN, item name, unit of issue, new shipping indicator, and original shipping indicator.
- c. The report also includes the unit price, new quantity received, original quantity received, quantity difference, and monetary difference for the reversal.

C-63 Turn-in Reversal/Adjustment Report, PCN AJK-VU1 (fig. C-78).

DATE:	20 Feb 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)						PCN AJK-VU1	
TIME:	10:08:34	TURN-IN REVERSAL/ADJUSTMENT REPORT							
		DOCUMENT NUMBER: W26L8F03300002				TYPE CUSTOMER ACCOUNT: FRIS			
NSN/MCN	ITEM NAME	UI	UPR	NEW QTY	ORIGINAL QTY	QTY DIFF	MONETARY DIFF		
8905-00-262-7274	TURKEY BNLS RAW	LB \$	1.56	25	30	-5 \$	-7.80		
8905-00-177-5017	BEEF STEWING DICED	LB	2.79	8	10	-2	-5.58		
TOTAL MONETARY ADJUSTMENT:									
	MRE \$ 0.00	LRP	\$ 0.00	CUSTOMER		\$-13.38			

Figure C-78. Turn-in Reversal/Adjustment Report (example).

- a. This report is produced in the Reversal/Adjustment subfunction (section 5).
- b. Use this report to show a list of turn-in items that were adjusted.
- c. The report includes the document number, type of customer account, NSN/MCN, item name, unit of issue, unit price, new quantity, original quantity, difference in quantity, monetary difference per item, and total monetary difference for the customer.

C-64 SF 36 - Local Purchase Receiving Report - Corrected, PCN AJK-VX1 (fig. C-79).

DATE: 21 MAR 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-VX1
	STOCK ACCOUNTING	
	CORRECTED	
	SF 36 - LOCAL PURCHASE RECEIVING REPORT	
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: _____		
CONTRACTOR: _____	RECEIPT DATE: 18 MAR 91	
PIIN: DABT59-91-D-0334		
SUPPLIES/SERVICES	QUANTITY RECEIVED	UNIT UNIT PRICE AMOUNT
EGGS SHELL DOM	300	DZ \$ 2.0000 \$ 600.00
COST VARIANCE:	300	.0000 .00
TOTAL AMOUNT\$		600.00

Figure C-79. SF 36 - Local Purchase Receiving Report - Corrected (example).

- This report is produced in the Reversal/Adjustment subfunction (section 5).
- Use this report to show local purchase receipt items that were adjusted.
- The report includes the PIIN, type of supplies, quantity received, unit of issue, unit price, dollar amount per line item, and total dollar amount for the corrected report.

C-65 DA Form 3161 Facsimile - ARCS Shopping List Report, PCN AJK-X01 (fig. C-80).

DATE: 26 JUN 91	DA FORM 3161 FACSIMILE	PCN AJK-X01
ACT CODE: YDF003	COMMODITY GROUP: PERISHABLE	
ACRS SHOPPING LIST		
SEND TO: TISA, HQ, LOGCTR, T-5210		DATE MATERIAL REQUIRED: 26 JUN 91
FT LEE, VA, 238015171		APC CODE: LY02
REQUEST FROM: DINING FACILITY P-3003		
"B" AVE, BETWEEN 7TH ST. & 11TH ST.		
FORT LEE VA 23801		

LOC	NSN/MCN	ITEM NAME	U/I	QTY	ADJ	SUPPLY	UNIT
				RQD	QTY	ACTION	PRICE
	8910-00-T24-9044	ICE CREAM CUP VANILLA	DZ	24	2	_____	\$1.73
	8915-00-127-7266	STRAWBERRY, FRESH	LB	12	6	_____	\$2.26
	8920-01-T93-1406	PUFF PASTRY SHEETS 17 1/4	CS	8	1	_____	\$15.35
	8905-01-182-6058	HAM SECTION & FORMED	LB	2	4	_____	\$2.85
DAA1A	8915-00-126-8804	ORANGES FRESH	LB	36	35	_____	\$.67
DAAAA	8915-00-127-8019	CARROT W/O TOP FRESH	LB	55	50	_____	\$.36
DVD11	8910-00-T26-4019	MILK BUTTERMILK 1/2 PT	CO	48	48	_____	\$.13

REQUESTED BY	DATE:
ISSUED BY:	DATE:
RECEIVED BY:	DATE:

Figure C-80. DA Form 3161 Facsimile - ARCS Shopping List Report (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show items, by commodity group, that were requested by the customer.
- c. The report includes the item location, NSN/MCN, item name, unit of issue, quantity required, adjusted quantity (if applicable), supply action, and unit price.
- d. The report must be signed by all parties before it is complete.

C-66 DA Form 3161 Facsimile - Damaged/Forced Issues Report, PCN AJK-X01 (fig. C-81).

DATE: 30 APR 91	DA FORM 3161 FACSIMILE	PCN AJK-X01
ACT CODE: YDF002	COMMODITY GROUP: PERISHABLE	
DAMAGED/FORCED ISSUES REPORT		
SEND TO: TISA, HQ, LOGCTR, T-5210 FT LEE, VA, 238015171		DATE MATERIAL REQUIRED: 30 APR 91 FUND CODE: GZ DON: W26QKQ11209003
REQUEST FROM: DINING FACILITY P-8400 A AVENUE & 28TH STREET FORT LEE VA 23801		

ITEM NO	NSN/MCN	ITEM NAME	U/I	QTY RQD	ADJ QTY	SUPPLY ACTION	UNIT PRICE
1	8905-00-082-5733	FISH PTNS COD/HAD	LB	150	150	_____	\$2.66
2	8905-00-126-3416	CHIC WHO BROILER FRYER	LB	200	200	_____	\$.67
3	8905-00-139-8481	VEAL CUTLETS BRD	LB	50	50	_____	\$2.16
4	8905-00-492-8408	FISH STICKS PER/POL	LB	100	100	_____	\$2.85
5	8905-00-T67-1933	LOBSTER TAIL FZN LP	LB	75	75	_____	\$13.95
6	8905-01-024-4414	OYSTERS BREADED	LB	150	150	_____	\$7.58
7	8910-00-T26-3406	CHEESE COTTAGE 5 LB	PG	200	200	_____	\$4.70

REQUESTED BY	DATE:
ISSUED BY:	DATE:
RECEIVED BY:	DATE:

Figure C-81. DA Form 3161 Facsimile - Damaged/Forced Issues Report (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show items, by commodity group, that were issued to a specific customer.
- c. The report includes the item number, NSN/MCN, item name, unit of issue, quantity required, adjusted quantity (if applicable), supply action, and unit price.
- d. The report must be signed by all parties before it is complete.

C-67 DA Form 3161 Facsimile - Other Issues Shopping List Report, PCN AJK-X01 (fig. C-82).

DATE: 30 APR 91	DA FORM 3161 FACSIMILE	PCN AJK-X01
ACT CODE: W26AHH	COMMODITY GROUP: SEMI-PERISHABLE	
OTHER ISSUES SHOPPING LIST		
SEND TO: TISA, HQ, LOGCTR, T-5210		DATE MATERIAL REQUIRED: 30 APR 91
FT LEE, VA, 238015171		APC CODE: L7E0
		DON: YMPASF11209002
REQUEST FROM: HQ, 3/319/2 80TH DIV (TNG)		
ABINGDON VA 242102207		

ITEM NO	NSN/MCN	ITEM NAME	U/I	QTY RQD	ADJ QTY	SUPPLY ACTION	UNIT PRICE
1	8915-00-935-6629	MUSHROOMS WHITE 16 OZ	CN	150	150	_____	\$1.76
2	8915-00-T82-4054	PRUNES 1 LB (LP)	BX	75	75	_____	\$1.52
3	8915-00-T83-7135	JUICE APPLE 5 1/4-6 OZ LP	CN	200	200	_____	\$.20
4	8915-01-069-4969	GRAPEFRUIT #3	CN	150	150	_____	\$3.21

REQUESTED BY	DATE:
ISSUED BY:	DATE:
RECEIVED BY:	DATE:

Figure C-82. DA Form 3161 Facsimile - Other Issues Shopping List Report (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show items, by commodity group, that were requested by the customer.
- c. The report includes the item number, NSN/MCN, item name, unit of issue, quantity required, adjusted quantity (if applicable), supply action, and unit price.
- d. The report must be signed by all parties before it is complete.

C-68 ID ARCS Customer Requirements Report, PCN AJK-XB1 (fig. C-83).

DATE: 13 JUL 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-XB1
ID ARCS CUSTOMER REQUIREMENTS		
THE FOLLOWING CUSTOMERS HAVE NOT SUBMITTED SHOPPING LISTS FOR 17 JUL 90		THE FOLLOWING CUSTOMERS HAVE SUBMITTED SHOPPING LISTS FOR 17 JUL 90
YDF002		YDF009
YDF005		
YDF003		
YDF001		
YDF006		
YDF019		
YDF010		

Figure C-83. ID ARCS Customer Requirements Report (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show a list of ARCS customers who have or have not submitted a shopping list for a specific date. The customers are identified by their activity code.

C-69 Query All Shopping Lists Report, PCN AJK-XC1 (fig. C-84).

DATE: 03 FEB 91		TROOP ISSUE SUBSISTENCE ACTIVITY		PCN AJK-XC1	
		QUERY ALL SHOPPING LISTS			
		ISSUE DATE: 03 FEB 91			
CUSTOMER ID	CUSTOMER NAME	TYPE ACCOUNT	COMMODITY GROUP	EXECUTED	
W26L71	HQ 1ST BN 246TH FA 29 ID	F	P	NO	
W26L71	HQ 1ST BN 246TH FA 29 ID	F	S	NO	
W26L72	HHB 224TH FA BDE	F	P	NO	
W26L72	HHB 224TH FA BDE	F	S	NO	
W26L77	HHC 176TH ENGR GP (CBT)	F	P	YES	
W26L77	HHC 176TH ENGR GP (CBT)	F	S	NO	
W26L7B	HQ, STARC	F	P	NO	
W26L7B	HQ, STARC	F	S	NO	
W26L8C	1033 TRANSPORTATION CO	F	P	NO	
W26L8C	1033 TRANSPORTATION CO	F	S	NO	
W26NW4	HHC 300TH SPT GP (AREA)	F	P	NO	
W26NW4	HHC 300TH SPT GP (AREA)	F	S	NO	

Figure C-84. Query All Shopping Lists Report (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show the executed/nonexecuted status for a specific shopping list issue date.
- The report includes the customer ID code, customer name, type customer account, and commodity group.

C-70 Harborcraft Issue Report, PCN AJK-XD1 (fig. C-85)

DATE: 15 Apr 93	HARBORCRAFT ISSUE	PCN AJK-XD1
Customer ID: YDF005		
Total Dollar Value Perishable:		\$700.00
Total Dollar Value Semi-Perishable:		\$1,400.00
Grand Total Value (Debit)		\$2,100.00

Figure C-85. Harborcraft Issue Report (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show the total amount of expenditures for a harborcraft.
- c. The report includes the customer ID code, total dollar value for perishable, total dollar value for semiperishable, and grand total dollar amount debited to the customer.

C-71 DA Form 3294 Report (Facsimile), PCN AJK-XE1 (fig. C-86).

DATE: 05 May 92		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)										PCN AJK-XE1	
		STOCK ACCOUNTING/ISSUES											
		DA FORM 3294 REPORT (FACSIMILE)											
CUSTOMER ID: W26L77		ISSUE DATE: 06 May 92					COMMODITY GROUP: PERISHABLE						
CUSTOMER NAME: HHC 176TH ENGR GP (CBT)							MENU TYPE: 14-DAY MENU						
CONSUMPTION DATE:		03 Jun 90			04 Jun 90			05 Jun 90			QTY REQD	ADJ QTY	SUPPLY ACTION
HEADCOUNT:		350	350	350	400	350	400	350	400	400			
NSN	U/I	B	L	D	B	L	D	B	L	D			
ITEM NAME													
8915-00-582-4060	CN			4.0			2.0						
TOMATOES #10				14.0			8.0				22	22	— <u>24</u>
8915-00-127-9303	CN		1.9										
TOMATO PASTE #2 1/2			6.8								7	7	— <u>7</u>
8960-00-782-3132	PG		.5						.5				
BEV BASE W/O ASCORBIC			1.8						1.8		4	4	— <u>4</u>
8960-00-216-6131	PG	100.0											
COCOA BEV PWD 1 OZ (LP)		350.0									350	350	— <u>350</u>
8920-00-559-6864	CS			1.0			1.0			1.0			
CRACKERS SALT IND 4 PK LP				3.5			4.0			4.0	12	12	— <u>14</u>
PREPARED BY:		PULLED BY:		SIGNATURE:		SIGNATURE:							
REVIEWED BY:		ISSUED BY:		DATE:				I HAVE RECEIVED THE QUANTITIES LISTED IN 'SUPPLY ACTION' COLUMN ABOVE MY SIGNATURE					

Figure C-86. DA Form 3294 Report (Facsimile) (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show a list of items authorized for issue to a FRIS customer. It includes the customer ID code, issue date, commodity group, and customer's name.
- c. The report also includes the consumption dates, quantity required, adjusted quantity, supply action, NSN, item name, unit of issue, and a breakdown by meals.
- d. The report must be signed by all parties before it is complete.

C-72 ARCS Shopping List Report - Query/Modify, PCN AJK-XC2 (fig. C-87).

DATE: 03 MAY 92	ARCS SHOPPING LIST REPORT ISSUE DATE: 03 May 92	PCN AJK-XC2
<div style="display: flex; justify-content: space-between;"> CUSTOMER ID: YDF010 CUSTOMER NAME: DINING FACILITY T-2011 </div> <div style="display: flex; justify-content: space-between;"> COMMODITY GROUP: PERISHABLE </div>		

LOC	NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION
DBA0A	8910-00-656-0993	CHEESE AMERICAN PROC SL	LB	\$1.35	200	_____
DBAEA	8910-00-043-3198	EGGS SHELL DOM	DZ	\$.87	240	_____
DDAAA	8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	\$1.59	120	_____
DDACA	8905-01-050-3192	BEEF PATTIES W/SOY	LB	\$1.38	198	_____
Report will continue to list individual items until all have been listed.						
DDDLB	8905-00-126-4062	PORK BUTT FZN SHOULDER	LB	\$1.48	55	_____
DEFEA	8910-00-782-3193	BUTTER PRINT SUR 1 LB	LB	\$.10	180	_____

ISSUED BY: _____	RECEIVED BY: _____	SIGNATURE: _____	DATE: _____
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Figure C-87. ARCS Shopping List Report - Query/Modify (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show items scheduled for issue to an ARCS customer. It includes the issue date, storage location sequence, NSN, item description, unit of issue, unit price, and quantity required.

C-73 ARCS Shopping List Report - Execute, PCN AJK-XC2 (C-88).

DATE: 03 MAY 92	ARCS SHOPPING LIST REPORT	PCN AJK-XC2
	ISSUE DATE: 03 May 92	
CUSTOMER ID: YDF010	CUSTOMER NAME: DINING FACILITY T-2011	
COMMODITY GROUP: PERISHABLE		

NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION	EXTENDED PRICE
8910-00-656-0993	CHEESE AMERICAN PROC SL	LB	\$1.35	150	200	\$270.00
8910-00-043-3198	EGGS SHELL DOM	DZ	\$.87	240	240	\$208.80
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	\$1.59	120	120	\$190.80
Report will continue to list individual items until all have been listed.						
8905-00-126-3416	CHIC WHO BROILER FRYER	LB	\$.67	120	120	\$80.40
8905-00-126-4062	PORK BUTT FZN SHOULDER	LB	\$1.48	55	55	\$81.40
8910-00-782-3193	BUTTER PRINT SUR 1 LB	LB	\$.10	180	180	\$18.00
TOTAL PERISHABLE:						\$1730.34
ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____						

Figure C-88. ARCS Shopping List Report - Execute (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show items issued to an ARCS customer. It includes the issue date, NSN, item description, unit of issue, unit price, quantity required, supply action, extended price, and total cost.
- The report must be signed by both parties before it is complete.

C-74 Box Lunch Shopping List Report - Query/Modify, PCN AJK-XC3 (fig. C-89).

DATE: 03 MAY 92		BOX LUNCH SHOPPING LIST REPORT		PCN AJK-XC3		
		ISSUE DATE: 03 May 92				
CUSTOMER ID: W26AGU		CUSTOMER NAME: LT WPNS CMTE, 80TH (TNG)				
COMMODITY GROUP: SEMI-PERISHABLE		DON: YMPASF11300001				
LOC	NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION
AACAD	8950-01-079-4568	SPICE PEPPER 1000'S	MX	\$1.49	24	_____
AEJAA	8920-00-T32-7782	CEREAL ASST (72 PK PR BX)	BX	\$8.81	15	_____
Report will continue to list individual items until all have been listed.						
BBFAA	8950-01-079-6944	SALT IND 1000s	MX	\$.97	12	_____
BFDAA	8940-00-T82-3013	POTATO CHIPS 1/2 OZ PG LP	PG	\$.13	2400	_____
BFFBB	8920-00-T16-1044	COOKIES DUPLEX 16 OZ PG	PG	\$1.10	150	_____
ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____						

Figure C-89. Box Lunch Shopping List Report - Query/Modify (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show box lunch items scheduled for issue to a customer. It includes the issue date, storage location sequence, NSN, item description, unit of issue, unit price, and quantity required.

C-75 Box Lunch Shopping List Report - Execute, PCN AJK-XC3 (fig. C-90).

DATE: 03 MAY 92		BOX LUNCH SHOPPING LIST REPORT		PCN AJK-XC3			
		ISSUE DATE: 03 May 92					
CUSTOMER ID: W26AGU		CUSTOMER NAME: LT WPNS CMTE, 80TH (TNG)					
COMMODITY GROUP: SEMI-PERISHABLE		DON: YMPASF11300001					
NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION	EXTENDED PRICE	
8950-01-079-4568	SPICE PEPPER 1000'S	MX	\$1.49	24	24	\$35.76	
8920-00-T32-7782	CEREAL ASST (72 PK PR BX)	BX	\$8.81	15	15	\$132.15	
8915-00-T83-7135	JUICE APPLE 5 1/4-6 OZ LP	CN	\$.20	7200	7200	\$1,440.00	
8940-00-T82-3013	POTATO CHIPS 1/2 OZ PG LP	PG	\$.13	2400	2400	\$295.62	
8920-00-T16-1044	COOKIES DUPLEX 16 OZ PG	PG	\$1.10	150	150	\$165.00	
TOTAL SEMI-PERISHABLE:				\$2,252.45			
ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____							

Figure C-90. SF 36 - Box Lunch Shopping List Report - Execute (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show box lunch items issued to a customer. It includes the issue date, NSN, item description, unit of issue, unit price, quantity required, supply action, extended price, and total cost.
- The report must be signed by both parties before it is complete.

C-76 FRIS Shopping List Report - Query/Modify, PCN AJK-XC3 (fig. C-91).

DATE: 03 MAY 92	FRIS SHOPPING LIST REPORT ISSUE DATE: 03 May 92	PCN AJK-XC3
CUSTOMER ID: W26V63	CUSTOMER NAME: CO A 276 ENGR BN (CBT)	
COMMODITY GROUP: SEMI-PERISHABLE	DON: W26L8F11260001	

LOC	NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION
AEJAA	8920-00-T32-7782	CEREAL ASST (72 PK PR BX)	BX	\$8.81	15	_____
C7000	8970-01-294-9230	MODULE TP DINNER #1	EA	\$117.48	9	_____
C7001	8970-01-294-9235	BREAKFAST #1	EA	\$117.48	9	_____
Report will continue to list individual items until all have been listed.						
C7016	8970-01-294-9231	DINNER #2	EA	\$117.48	9	_____
C7148	8910-00-085-5285	MILK UHT WHITE LF 1/2 PT	CO	\$.35	1800	_____
C7149	8910-00-085-5283	MILK UHT CHOC LF 1/2 PT	CO	\$.35	900	_____

ISSUED BY: _____	RECEIVED BY: _____	SIGNATURE: _____	DATE: _____
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Figure C-91. FRIS Shopping List Report - Query/Modify (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show items scheduled for issue to a FRIS customer. It includes the issue date, storage location sequence, NSN, issue date, item description, unit of issue, unit price, and quantity required.

C-77 FRIS Shopping List Report - Execute, PCN AJK-XC3 (fig. C-92).

DATE: 03 MAY 92		FRIS SHOPPING LIST REPORT		PCN AJK-XC3		
		ISSUE DATE: 03 May 92				
CUSTOMER ID: W26V63		CUSTOMER NAME: CO A 276 ENGR BN (CBT)				
COMMODITY GROUP: SEMI-PERISHABLE		DON: W26L8F11260001				
NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION	EXTENDED PRICE
8920-00-T32-7782	CEREAL ASS (72 PK PR BX)	BX	\$8.81	15	15	\$132.15
8970-01-294-9230	MODULE TP DINNER #1	EA	\$117.48	9	9	\$1,057.32
8970-01-294-9235	BREAKFAST #1	EA	\$117.48	9	9	\$1,057.32
Report will continue to list individual items until all have been listed.						
8910-00-085-5285	MILK UHT WHITE LF 1/2 PT	CO	\$.35	1800	1800	\$630.00
8910-00-085-5283	MILK UHT CHOC LF 1/2 PT	CO	\$.35	900	900	\$315.00
TOTAL SEMI-PERISHABLE:				\$7421.07		
ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____						

Figure C-92. FRIS Shopping List Report - Execute (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show items issued to a FRIS customer. It includes the issue date, NSN, item description, unit of issue, unit price, quantity required, supply action, extended price, and total cost.
- The report must be signed by both parties before it is complete.

C-78 Other Issues Shopping List Report - Query/Modify, PCN AJK-XC4 (fig. C-93).

DATE: 03 MAY 92	OTHER ISSUES SHOPPING LIST REPORT	PCN AJK-XC4
	ISSUE DATE: 03 May 92	
CUSTOMER ID: W26AJ2	CUSTOMER NAME: VA STATE ROTC	
COMMODITY GROUP: SEMI-PERISHABLE	DON: W26AJ211230012	

LOC	NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION
AGLAA	8970-00-149-1094	MEAL READY TO EAT (MRE)	BX	\$53.00	100	_____
DDFCA	8905-00-T80-5805	POLISH SAUSAGE (LP)	LB	\$1.78	300	_____

ISSUED BY: _____	RECEIVED BY: _____	SIGNATURE: _____	DATE: _____
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Figure C-93. Other Issues Shopping List Report - Query/Modify (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show items scheduled for issue to an Other Issues customer. It includes the issue date, storage location sequence, NSN, item description, unit of issue, unit price, and quantity required.

C-79 Other Issues Shopping List Report - Execute, PCN AJK-XC4 (fig. C-94).

DATE: 03 MAY 92	OTHER ISSUES SHOPPING LIST REPORT	PCN AJK-XC4
ISSUE DATE: 03 May 92		
CUSTOMER ID: W26AJ2	CUSTOMER NAME: VA STATE ROTC	
COMMODITY GROUP: SEMI-PERISHABLE	DON: W26AJ211230012	

NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION	EXTENDED PRICE
8970-00-149-1094	MEAL READY TO EAT (MRE)	BX	\$53.00	100	150	\$7,950.00
8905-00-T80-5805	POLISH SAUSAGE (LP)	LB	\$1.78	300	300	534.00
TOTAL SEMI-PERISHABLE:				\$8,484.00		

ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____

Figure C-94. Other Issues Shopping List Report (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show items issued to an Other Issues customer. It includes the issue date, NSN, item description, unit of issue, unit price, quantity required, supply action, extended price, and total cost.
- The report must be signed by both parties before it is complete.

C-80 Damaged/Forced Issues Report - Query/Modify, PCN AJK-XC5 (fig. C-95).

DATE: 03 MAY 92	DAMAGED/FORCED ISSUES REPORT		PCN AJK-XC5			
	ISSUE DATE: 03 May 92					
CUSTOMER ID: YDF012		CUSTOMER NAME: DINING FACILITY P-3701				
COMMODITY GROUP: PERISHABLE		DON: W26QKQ11220012				
LOC	NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION
DAAGA	8915-00-252-3783	CELERY FRESH	LB	\$.26	150	_____
DAAMA	8915-00-616-0198	GRAPEFRUIT FRESH	LB	\$.44	100	_____
DAAPA	8915-00-226-4349	POTATOES WHITE 50 LB BG	LB	\$.18	150	_____
ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____						

Figure C-95. Damaged/Forced Issues Report - Query/Modify (example).

- a. This report is produced in the Issues subfunction (section 5).
- b. Use this report to show forced issue items scheduled for issue to a customer. It includes the issue date, storage location sequence, NSN, item description, unit of issue, unit price, and quantity required.

C-81 Damaged/Forced Issues Report - Execute, PCN AJK-XC5 (fig. C-96).

DATE: 03 MAY 92	DAMAGED/FORCED ISSUES REPORT	PCN AJK-XC5
	ISSUE DATE: 07 May 92	
CUSTOMER ID: YDF012	CUSTOMER NAME: DINING FACILITY P-3701	
COMMODITY GROUP: PERISHABLE	DON: W26QKQ11220012	

NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION	EXTENDED PRICE
8915-00-252-3783	CELERY FRESH	LB	\$.26	50	150	\$39.00
8915-00-616-0198	GRAPEFRUIT FRESH	LB	\$.44	100	100	\$44.00
8915-00-226-4349	POTATOES WHITE 50 LB BG	LB	\$.18	150	150	\$27.00
TOTAL PERISHABLE						\$110.00

ISSUED BY: _____	RECEIVED BY: _____	SIGNATURE: _____	DATE: _____
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Figure C-96. Damaged/Forced Issues Report - Execute (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show items issued to a customer. It includes the issue date, NSN, item description, unit of issue, quantity required, supply action, extended price, and total cost.
- The report must be signed by both parties before it is complete.

C-82 Warming Beverage Shopping List Report - Query/Modify, PCN AJK-XC6 (fig. C-97).

DATE: 03 MAY 92	WARMING BEVERAGE SHOPPING LIST REPORT	PCN AJK-XC6
	ISSUE DATE: 03 May 92	
CUSTOMER ID: W26AJY	CUSTOMER NAME: U OF R ROTC	
COMMODITY GROUP: SEMI-PERISHABLE	DON: YDABEV11150005	

LOC	NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION
ABLBA	8935-00-753-6422	SOUP CHIC NOODLE #2 1/2	CN	\$1.60	96	_____
BEJAA	8955-00-286-5368	COFFEE 2 LB	LB	\$1.65	48	_____
BFBA	8960-00-T16-6131	COCOA BEV PWD 1 OZ (LP)	PG	\$3.00	50	_____
BFCBA	8920-00-T59-6864	CRACKERS SALT IND 4 PK LP	CS	\$6.32	4	_____

ISSUED BY: _____	RECEIVED BY: _____	SIGNATURE: _____	DATE: _____
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Figure C-97. Warming Beverage Shopping List Report - Query (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show warming beverage items scheduled for issue to a customer. It includes the issue date, storage location sequence, NSN, item description, unit of issue, unit price, and quantity required.

C-83 Warming Beverage Shopping List Report - Execute, PCN AJK-XC6 (fig. C-98).

DATE: 03 MAY 92	WARMING BEVERAGE SHOPPING LIST REPORT	PCN AJK-XC6
	ISSUE DATE: 03 May 92	
CUSTOMER ID: W26AJY	CUSTOMER NAME: U OF R ROTC	
COMMODITY GROUP: SEMI-PERISHABLE	DON: YDABEV11150005	

NSN	ITEM DESCRIPTION	U/I	U/PR	QTY REQD	SUPPLY ACTION	EXTENDED PRICE
8935-00-753-6422	SOUP CHIC NOODLE #2 1/2	CN	\$1.60	96	96	\$153.60
8955-00-286-5368	COFFEE 2 LB	LB	\$1.65	48	48	\$79.20
8960-00-T16-6131	COCOA BEV PWD 1 OZ (LP)	PG	\$3.00	50	50	\$150.00
8920-00-T59-6864	CRACKERS SALT IND 4 PK LP	CS	\$6.32	4	4	\$25.28
	TOTAL SEMI-PERISHABLE:				\$408.08	

ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____

Figure C-98. Warming Beverage Shopping List Report - Execute (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show warming beverage items issued to a customer. It includes the issue date, NSN, item description, unit of issue, unit price, quantity required, supply action, extended price, and total cost.
- The report must be signed by both parties before it is complete.

C-84 Shopping List Retrieval Report - EOD, PCN AJK-XQ1 (fig. C-99).

DATE: 20 MAR 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-XQ1
	SHOPPING LIST RETRIEVAL - EOD	

*****	*****	***
*****	***** PCN AJK-XQ1	***
*****	*****	***
*****	*****	***
*****		***
*****		***
*****	NEGATIVE REPORT !	***
*****		***
*****		***
*****		***
*****		***
*****		***

Figure C-99. Shopping List Retrieval Report - EOD (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. When there are no shopping lists on file, a negative report is produced. When shopping lists are on file, the following message is displayed under the same PCN: **SHOPPING LISTS ARE LOADED**.

C-85 Shopping List Retrieval - Error Report, PCN AJK-XQ2 (fig. C-100).

DATE: 14 MAY 91		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-XQ2	
		SHOPPING LIST RETRIEVAL - ERROR REPORT				
CUSTOMER ID	ISSUE DATE	NSN	PERISH CODE	RQD QTY	ERROR DESCRIPTION	
YDF002	05/15/1991	8905000805805	P	10	NSN INVALID	
YDF002	05/15/1991	8950007826702	S	1	NSN INVALID	
YDF002	05/15/1991	8950001278882	S	1	NSN INVALID	
YDF002	05/15/1991	8950001278049	S	1	NSN INVALID	
YDF002	05/15/1991	8950007532962	S	1	NSN INVALID	
YDF002	05/15/1991	8950001709565	S	1	NSN INVALID	
YDF002	05/15/1991	8950001278047	S	1	NSN INVALID	
YDF002	05/15/1991	8950001709562	S	1	NSN INVALID	
YDF002	05/15/1991	8950001709561	S	1	NSN INVALID	
YDF002	05/15/1991	8910007823765	S	10	NSN INVALID	
YDF002	05/15/1991	8935004804561	S	1	NSN INVALID	
YDF002	05/15/1991	8920000435352	S	1	NSN INVALID	
YDF002	05/15/1991	8950001709567	S	1	NSN INVALID	
TOTAL TIN RECORDS READ: 124		TOTAL TIN RECORDS PROCESSED: 106				
		TOTAL TIN ERROR RECORDS: 18				

Figure C-100. Shopping List Retrieval - Error Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show invalid NSNs found on a customer's shopping list. These items are not processed. Contact the DFOs and let them know that their MIF contains invalid NSNs.
- c. The report includes the customer ID code, issue date, NSN, perishability code, quantity required, and a description of the error.
- d. The bottom portion of the report shows the total number of records read, total number of records processed, and total number of records in error.

C-86 Issues Reversals Report (Perishable), PCN AJK-XS1 (fig. C-101).

DATE: 09 Oct 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)					PCN AJK-XS1	
TIME: 09:18:23	STOCK ACCOUNTING/REVERSALS						
ISSUES REVERSAL REPORT							
CUSTOMER NAME: YDF006		TYPE OF ACCOUNT: OTHER		ISSUE DATE: 05 Oct 90			
PERISHABLE							
NSN	ITEM NAME	U/I	UPR	QTY	NEW QTY	EXT AMT	
8905-00-127-8472	FISH COD FILLET FZN	LB	\$ 2.60	300	100	\$ -520.00	
8905-00-133-5889	BEEF SWISS STEAK	LB	\$ 2.94	250	50	\$ -588.00	
8905-00-149-1355	PORK HOCKS FZN SMKD	LB	\$ 1.30	23	22	\$ -1.30	
TOTAL MONETARY VALUES:		MRE: = \$.00		LRP = \$.00		CUSTOMER = \$ -1,109.30	

Figure C-101. Issues Reversals Report (Perishable) (example).

- This report is produced in the Reversal/Adjustment subfunction (section 5).
- Use this report to show issue items that are reversed for a customer account. It includes the customer name, type of account, issue date, and commodity group.
- The report also includes the NSN, item name, unit of issue, unit price, original quantity, new quantity, extended dollar amount per item, and total dollar amount for the customer's reversal.

C-87 Issues Reversals Report (Semiperishable), PCN AJK-XT1 (fig. C-102).

DATE: 09 Oct 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)						PCN AJK-XT1	
TIME: 09:18:23	STOCK ACCOUNTING/REVERSALS							
ISSUES REVERSAL REPORT								
CUSTOMER NAME: YDDPDO		TYPE OF ACCOUNT: OTHER		ISSUE DATE: 05 Oct 90				
SEMI-PERISHABLE								
NSN	ITEM NAME	U/I	UPR	QTY	NEW QTY	EXT AMT		
8915-00-128-1179	ONIONS DEHY #10	CN	\$ 4.76	41	40	\$ -4.76		
TOTAL MONETARY VALUES:		MRE: = \$.00	LRP = \$.00	CUSTOMER = \$ -4.76				

Figure C-102. Issues Reversals Report (Semiperishable) (example).

- This report is produced in the Reversal/Adjustment subfunction (section 5).
- Use this report to show issue items that are reversed for a customer account. It includes the customer's name, type of account, issue date, and commodity group.
- The report also includes the NSN, item name, unit of issue, unit price, original quantity, new quantity, extended dollar amount per item, and total dollar amount for the customer's reversal.

C-88 Summary of Warehouse DVD Requirements Report, PCN AJK-XW1 (fig. C-103).

DATE: 06 JUN 90		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-XW1	
STOCK ACCOUNTING/ISSUES						
SUMMARY OF WAREHOUSE DVD REQUIREMENTS						
RDD: 06 JUN 90						
ITEM	NSN/MCN	ITEM NAME	U/I	UNIT	QTY	
NO				PRICE	RQD	
1	8910-00-T61-4931	MILK CHOC LOWFAT 1/2 PT	CO	▣ .15	5470	
2	8910-01-T61-4933	MILK WHITE LOWFAT 1/2 PT	CO	▣ .15	17050	
3	8920-00-753-5776	BREAD WHITE 16 OZ	LF	▣ .36	884	
4	8920-00-T53-5773	BREAD ITALIAN 16 OZ	LF	▣ .61	13	
5	8920-00-T53-5780	BREAD WHOLE WHEAT 24 OZ	LF	▣ .01	269	
6	8920-00-T53-5783	BREAD RYE 16 OZ	LF	▣ .71	162	
7	8920-00-T93-4172	ENGLISH MUFFINS 12 OZ	PG	▣ .67	18	

Figure C-103. Summary of Warehouse DVD Requirements Report (example).

- This report is produced in the Issues subfunction (section 5).
- Use this report to show a list of required items scheduled for delivery to the warehouse. It includes the RDD for the order.
- The report also includes the item number, NSN, item name, unit of issue, unit price, and required quantity per item.

C-89 Status Records Deleted from the Document History Input File Report, PCN AJK-YE1 (fig. C-104).

DATE: 19 Mar 91			STATUS RECORDS DELETED FROM THE DOCUMENT HISTORY INPUT FILE													PCN AJK-YE1					
TIME: 13:45:25																					
																	MODE				
																	-----TCN-----			. . HP	
MS																					
DIC	RIC	CD	NSN	UI	QTY	DOC_NO	DMD	SUPP	SIG	FUND	DIST	PRJ	PRI	RDD	ADV	RIC	ESD	UNIT			
							CD	ADDR	CD	CD	CD	CD	CD		CD			PRICE			
AE1	S9P	S	8915000441918	LB	0198	W26QKQ-1650064		Y00000	A	TK		2J	15	312	BJ	S9P					

Figure C-104. Status Records Deleted from he Document History Input File Report (example).

- This report is produced in the End of Day subfunction (section 11).
- Use this report to show a list of items deleted from the Document History File.
- The report includes a document identifier code, routing identifier code, media and status code, NSN, unit of issue, quantity, and document number of the records deleted.

C-90 Follow-up Records Issued Report, PCN AJK-YG1 (fig. C-105).

DATE: May 01 1991						DOCUMENT HISTORY FILE													PCN AJK-YG1	
ACTIVITY ID: W26QKQ						FOLLOW-UP RECORDS ISSUED														
DIC	RIC	M	STOCK NUMBER	UI	QTY	ITEM DESCRIPTION	DOCUMENT NUMBE	DMD RCDE	SUPPLM ADDRSS	SGN CDE	FUND CODE	DST CDE	PRJ CDE	PR CD	RDD	ST CD	RCT DAY	ESHP DATE	UNIT PRICE	
ATA	S9S	S	8940001516462	CN	00480	CHILI CON CARNE DEHY #10	10918016	R	Y00000	A	TK			03	120	2J	A00			
ATA	S9S	S	8905000238284	CN	00480	HAM CHUNKS 24 OZ B/RATION	11021000	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905001188588	CN	00960	CHICKEN DEHY #10 (BRAT)	11021001	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905007536106	CN	00480	CHICKEN BONED 29 OZ B/R	11021003	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905007536432	CN	00480	SHRIMP P&D DEHY #10 (B)	11021005	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905007536536	CN	00480	BEEFSTEAK DEHY #10 (B)	11021006	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905009266196	CN	00480	BEEF CHUNKS 29 OZ (B RAT)	11021009	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905009356395	CN	00480	PORK CHOPS DEHY #10 (B)	11021011	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905009651681	CN	00480	BEEF DICED DEHY #10 (B)	11021012	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905010860395	CN	00960	BACON PRECOOKED (B RAT)	11021013	R	Y00000	A	TK			07	120	2J	A00			
ATA	S9S	S	8905011141483	CN	00480	PORK W/JUICES 29 OZ B/R	11021014	R	Y00000	A	TK			07	120	2J	A00			

Figure C-105. Follow-up Records Issued Report (example).

- This report is produced in the As Required subfunction (section 11).
- Use this report to show follow-up records that are created for DPSC requisitions.
- The report includes the document identifier code, routing identifier code, NSN, unit of issue, and quantity; item description, document number demand code, supplementary address, signal code, and fund code; priority code, RDD, status code, and date of receipt.

C-91 Document History Manager Referral List Report, PCN AJK-YM1 (fig. C-106).

DATE: 05 Oct 90 TIME: 11:53:08		DOCUMENT HISTORY MANAGER REFERRAL LIST							PCN AJK-YM1
DIC	NSN	UI	QTY	ITEM NAME	DOCUMENT NUMBER	ADV CD	EXCEPTION MESSAGE	RDD	EHSP DATE
AE2	8910001258440	LB	138	CHEESE NAT CHEDDAR	W26QKQ01650043	BQ	REQUISITION IS CLOSED; DUE-IN = 0	07/Aug/90	
AE2	8910001258440	LB	138	CHEESE NAT CHEDDAR	W26QKQ01650043	BT	A DUPLICATE RECORD EXISTS IN DHF	07/Aug/90	
AOA	8915000441918	LB	216	VEG FZN POTATOES HASH BR	W26QKQ01650060			02/Aug/90	02/Aug/90
AE2	8915000441918	LB	216	VEG FZN POTATOES HASH BR	W26QKQ01650060	BQ	REQUISITION IS CLOSED; DUE-IN = 0	02/Aug/90	
AOA	8915000441918	LB	198	VEG FZN POTATOES HASH BR	W26QKQ01650061			07/Aug/90	07/Aug/90
AE2	8915000441918	LB	198	VEG FZN POTATOES HASH BR	W26QKQ01650061	BQ	REQUISITION IS CLOSED; DUE-IN = 0	07/Aug/90	
AOA	8915000441918	LB	198	VEG FZN POTATOES HASH BR	W26QKQ01650068			30/Aug/90	30/Aug/90
AE2	8915000441918	LB	198	VEG FZN POTATOES HASH BR	W26QKQ01650068	BQ	REQUISITION IS CLOSED; DUE-IN = 0	30/Aug/90	
AOA	8915006160229	LB	312	VEG FZN SQUASH SUMMER SLI	W26QKQ01650097	2J		07/Aug/90	07/Aug/90
AE2	8915006160229	LB	312	VEG FZN SQUASH SUMMER SLI	W26QKQ01650097	BQ	REQUISITION IS CLOSED; DUE-IN = 0	07/Aug/90	
AOA	8955002865368	LB	480	COFFEE 2 LB	W26QKQ02430150			01/Oct/90	
AE2	8955002865368	LB	480	COFFEE 2 LB	W26QKQ02430150	BQ	REQUISITION IS CLOSED; DUE-IN = 0	01/Oct/90	
AOA	890500T671933	LB	250	LOBSTER TAIL FZN LP	W26QKQ2430150			12/Sep/90	
AE2	890500T671933	LB	250	LOBSTER TAIL FZN LP	W26QKQ2430150	BQ	REQUISITION IS CLOSED; DUE-IN = 0	12/Sep/90	
AOA	895000T279806	JR	250	HORSERADISH 5 OZ	W26QKQ02549001			12/Sep/90	
AE2	895000T279806	JR	250	HORSERADISH 5 OZ	W26QKQ02549001	BQ	REQUISITION IS CLOSED; DUE-IN = 0	12/Sep/90	
AOA	8910000855285	CO	1200	MILK UHT WHITE LF 1/2 PT	W26QKQ02549003			12/Sep/90	
AE2	8910000855285	CO	1200	MILK UHT WHITE LF 1/2 PT	W26QKQ2549003	BQ	REQUISITION IS CLOSED; DUE-IN = 0	12/Sep/90	
AOA	892000T161044	PG	240	COOKIES DUPLEX 16 OZ PG	W26QKQ02549005			12/Sep/90	
AE2	892000T161044	PG	240	COOKIES DUPLEX 16 OZ PG	W26QKQ02549005	BQ	REQUISITION IS CLOSED; DUE-IN = 0	12/Sep/90	

Figure C-106. Document History Manager Referral List Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show items referred to the TISO because of exceptions in the requisition status.
- c. The report includes the document identifier code, NSN, unit of issue, quantity, item name, document number, advice code, exception message, RDD, and estimated shipping date.

C-92 Document History Manager Daily Activity Report, PCN AJK-YN1 (fig. C-107).

DATE: 06 May 91			DOCUMENT HISTORY													PCN AJK-YN1			
TIME: 14:05:20			MANAGER DAILY ACTIVITY REPORT																
																	MODE		
																	□-----TCN-----□		
																	SHP		
DIC	RIC	MS CD	NSN	UI	QTY	DOC_NO	DMD CD	SUPP ADDR	SIG CD	FUND CD	DIST CD	PRJ CD	PRI CD	RDD	ADV CD	RIC	ESD	UNIT PRICE	ACTION CODE
AE1	S9P	S	8905009652128	LB	2750	W26QKQ81160277	R	Y00000	A	TK			15	01	BQ		9365	0.0	D
AE1	S9S	S	8970012211995	EA	24	W26QKQ81312004	R	Y00000	A	TK			05	01	BQ		9365	0.0	P
AE2	S9P	S	8905010244414	LB	24	W26QKQ81160387	R	Y00000	A	TK			15	01	BQ		9365	0.0	A
ACTION CODES: P - PROCESSED, D - FLAGGED FOR DELETION, A - ADDED BY MANAGER																			

Figure C-107. Document History Manager Daily Activity Report (example).

- This report is produced in the End of Day subfunction (section 11).
- Use this report to show a list of transactions from the Document History File that are referred to the manager for further action.
- The report includes the document identifier code, routing identifier code, media and status code, NSN, and unit of issue; quantity, document number, demand code, supplementary address, and signal code; fund code, priority code, RDD, advice code, and estimated shipping date; unit price, if applicable, and action codes.
- The bottom portion of the report explains the action codes used with each document identifier code.

C-93 Document History Daily Activity Report, PCN AJK-YP1 (fig. C-108).

DATE: 06 May 91		DOCUMENT HISTORY															PCN AJK-YP1		
TIME: 14:13:48		DAILY ACTIVITY REPORT																	
																	MODE		
																	SHF		
																	TCN		
MS		DMD		SUPP		SIG		FUND		DIST		PRJ		PRI		ADV		UNIT	
DIC	RIC	CD	NSN	UI	QTY	DOC_NO	CD	ADDR	CD	CD	CD	CD	CD	CD	RDD	CD	RIC	ESD	PRICE
AE1	S9S	S	8970012211995	EA	24	W26QKQ81312004	R	Y00000	A	TK				05	01	BQ		9365	0.0
AE2	S9P	S	8905010244414	LB	24	W26QKQ81160387	R	Y00000	A	TK				15	01	BQ		9365	0.0

Figure C-108. Document History Daily Activity Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show transactions retrieved from the Document History File.
- c. The report includes the document identifier code, routing identifier code, media and status code, NSN, and unit of issue, quantity, document number, demand code, supplementary address, and signal code; fund code, priority code, RDD, advice code, estimated shipping date, and unit price (if applicable).

C-94 Document History Purged DHF Records Report, PCN AJK-YS1 (fig. C-109).

DATE: 06 May 91				TROOP ISSUE SUBSISTENCE ACTIVITY									PCN AJK-YS1	
ACTIVITY ID: W26QKQ				STOCK ACCOUNTING-DOCUMENT HISTORY										
PURGED DHF RECORDS														
DOCUMENT	DIC	RIC	NSN	UNIT/	QUANT	SUP	FUND	REQUIRED	RECEIPT	QUANT	STATUS	DATE LAST	MANAGER	
NUMBER				ISSUE	REQN	ADD	CD	DEL DATE	DATE	RECVD	CODE	ACTIVE	REF CTR	
W26QKQ00180020	AOA	S9S	8920-00-530-2185	LB	12960	Y00000	TK	07 Feb 90		1560	AE	14 Aug 90		
W26QKQ00180020	AE1	S9S	8920-00-530-2185	LB	6960	Y00000	TK	23 Jan 90	dd mmm yy		AE	24 Jan 90		
W26QKQ00180020	AE1	S9S	8920-00-530-2185	LB	6000	Y00000	TK	23 Jan 90	dd mmm yy		AE	24 Jan 90		
W26QKQ00180020	AE2	S9S	8920-00-530-2185	LB	4440	Y00000	TK	07 Feb 90			AE	14 Aug 90		
W26QKQ00180020	AS1	S9S	8920-00-530-2185	LB	6000	Y00000	TK				AS	02 Feb 90		
W26QKQ00180020	D6U	S9S	8920-00-530-2185	LB	12960	Y00000	TK	07 Feb 90		1560	P	02 Feb 90		
W26QKQ00510024	AOA	S9S	8920-00-530-2185	LB	8640	Y00000	TK	09 Mar 90			AE	14 Aug 90		
W26QKQ00510024	AE1	S9S	8920-00-530-2185	LB	2640	Y00000	TK	22 Feb 90	dd mmm yy		AE	23 Feb 90		
W26QKQ00510024	AE1	S9S	8920-00-530-2185	LB	6000	Y00000	TK	22 Feb 90	dd mmm yy		AE	23 Feb 90		
W26QKQ00510024	AE2	S9S	8920-00-530-2185	LB	6000	Y00000	TK	09 Mar 90			AE	14 Aug 90		
W26QKQ00180024	AS1	S9S	8920-00-530-2185	LB	6000	Y00000	TK				AS	12 Apr 90		
W26QKQ01069601	AOA	S9S	8910-00-085-5285	CO	2700	Y00000	TK	16 Apr 90			AE	14 Aug 90		
W26QKQ01069601	ACA	S9S	8910-00-085-5285	CO	2700	Y00000	TK	16 Apr 90			AO	18 Apr 90		
W26QKQ01069601	AE2	S9S	8910-00-085-5285	CO	2700	Y00000	TK	16 Apr 90			AE	14 Aug 90		
W26QKQ01069601	AK1	S9S	8910-00-085-5285	CO	2700	Y00000	TK	16 Apr 90	dd mmm yy		AO	13 Jun 90		
W26QKQ01069601	AK1	S9S	8910-00-085-5285	CO	2700	Y00000	TK	16 Apr 90	dd mmm yy		AO	25 Jul 90		

Figure C-109. Document History Purged DHF Records Report (example).

- a. This report is produced in the As Required subfunction (section 11).
- b. Use this report to show a detailed list of transactions that are purged from the files.
- c. The report includes the document number, document identifier code, routing identifier code, NSN, and unit of issue; quantity requisitioned, supplementary address, fund code, RDD, and receipt date; quantity received, status code, and date last active.

C-95 Summary of Transactions Sent to DPSC: TISA to DPSC Report, PCN AJK-YU1 (fig. C-110).

DATE: 06 May 91		TISA TO DPSC REPORT			PCN AJK-YU1	
SUMMARY OF TRANSACTIONS SENT TO DPSC:						
AO	AC	AK	AT	AF	OTHER	TOTAL
100	0	0	1,611	1,467	0	3,178
DETAIL LISTING OF TRANSACTIONS SENT TO DPSC:						
RCCUIAZZ RUEOAGA6078	1261920 MTMS-UUUU--RUEOBKA.					
AF1S9PS8915000441918	LB03006W26QKQ02340059Y000000ATK				15268BTA00282	
AF1S9PS8905010503192	LB03600W26QKQ02340045Y000000ATK				15268BTA00291	
ARAS9SS8940006418966	CN00960W26QKQ02640016RY000000ATK		2J	052852JA00		
ATAS9SS8970012949232	EA00012W26QKQ02670002RY000000ATK		2J	05285 A00		
AF1S9PS8915000441918	LB00198W26QKQ01650064Y000000ATK		2J	15224BAA00228		
Report will continue to list individual itransactions until all have been listed.						
ATAS9SS8915004651897	CN00480W26QKQ02910039RY000000ATK		2J	053122JA00		
ATAS9SS8915005774203	CN00480W26QKQ02910040RY000000ATK		2J	053122JA00		
ATAS9SS8915005824060	CN00480W26QKQ02910041RY000000ATK		2J	053122JA00		
ATAS9SS8915006164818	CN00240W26QKQ02910042RY000000ATK		2J	053122JA00		
ATAS9SS8915006164820	CN00480W26QKQ02910043RY000000ATK		2J	053122JA00		
ATAS9SS8915009266793	CN00240W26QKQ02910044RY000000ATK		2J	053122JA00		
ATAS9SS8915009356629	CN01008W26QKQ02910045RY000000ATK		2J	053122JA00		
ATAS9SS8940006418966	CN00960W26QKQ02640016RY000000ATK		2J	052852JA00		
ATAS9PS8915004112678	CN01200W26QKQ02340079RY000000ATK			15289	A00	
ATAS9PS8915004112678	CN01200W26QKQ02340080RY000000ATK			15298	A00	
ATAS9PS8915004377943	CN02400W26QKQ02340081RY000000ATK			15282	A00	
ATAS9PS8915004377943	CN02400W26QKQ02340082RY000000ATK			15296	A00	

Figure C-110. Summary of Transactions Sent to DPSC: TISA to DPSC Report (example).

- a. This report is produced in the As Required subfunction (section 11).
- b. Use this report to show a detailed list of the requisitions and follow-up transactions submitted to DPSC. It includes a summary of the transactions by document identifier codes and a grand total of transactions submitted.

C-96 DPSC to TISA Report - TISA Status Records, PCN AJK-YV1 (fig. C-111).

DATE: 07 May 91	DPSC TO TISA REPORT			PCN AJK-YV1
	TISA STATUS RECORDS			
SUMMARY OF TRANSACTIONS RECEIVED FROM DPSC:				
AE	AS	AU	OTHER	TOTAL
4	0	0	0	4
DETAIL LISTING OF TRANSACTIONS RECEIVED FROM DPSC:				
AE9S9PS8905010172786	LB00140W26QKQ10460008	Y00000ATK	05069CES9P0121	
AE9S9PS8905010175718	LB00135W26QKQ10460009	Y00000ATK	2J05069CGS9P0121	
AE9S9PS8905010347547	LB00138W26QKQ10460010	Y00000ATK	2J05069CES9P0121	
AE9S9PS8905010398809	LB00150W26QKQ10460011	Y00000ATK	2J05069BQS9P0121	

Figure C-111. DPSC to TISA Report - TISA Status Records (example).

- This report is produced in the As Required subfunction (section 11).
- Use this report to show a summary of transactions received from DPSC, broken down by supply status and document identifier codes. It also includes detailed information about each transaction submitted.

C-97 DPSC to TISA Report - Non TISA Status Records, PCN AJK-YV2 (fig. C-112).

DATE: 07 May 91	DPSC TO TISA REPORT	PCN AJK-YV2
	NON TISA STATUS RECORDS	
TOTAL NUMBER OF NON TISA STATUS TRANSACTIONS IS 2		
DETAIL LISTING OF NON TISA TRANSACTIONS FROM DPSC:		
RCCUIAZZ	RUWJZZA6064	1151230 MTMS-UUUU--RUEODDA.
RCCUIAZZ	RUCIZZB6625	1160703 0292-UUUU
		NNNN

Figure C-112. DPSC to TISA Report - Non TISA Status Records (example).

- a. This report is produced in the As Required subfunction (section 11).
- b. Use this report to show a detailed list of non-TISA transactions received from DPSC. It includes the total number of non-TISA transactions and detailed information about each transaction submitted.

C-98 DVD Transaction Error Listing - DFO to TISA Report, PCN AJK-ZO1 (fig. C-113).

DATE: 07 May 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)				PCN AJK-ZO1
TIME: 13:48:13	DIRECT VENDOR DELIVERY				
TRANSACTION ERROR LISTING--DFO TO TISA					
TRANS	CUST	TRANSACTION			QTY
CODE	ID	DATE	RDD	NSN	RQD
SLT	YDF004	07 MAY 91	07 MAY 91	891000T263406	50
INVALID RDD-- TISA NEEDS 1 FULL WORKING DAY TO PROCESS					
SLT	YDF004	07 MAY 91	11 MAY 91	891000Q264019	100
THIS NSN CANNOT BE FOUND ON THE TISA'S MASTER ITEM FILE (mif)					
SLT	YDF004	07 MAY 91	11 MAY 91	8905010503192	100
THIS NSN IS NOT A DVD ITEM; mif SOURCE CODE =D					
SLT	YDF004	07 MAY 91	11 MAY 91	891000D846435	100
THIS DVD VENDOR ORDER HAS ALREADY BEEN PREPARED; CANNOT ACCEPT THIS TRANS					
SLT	YDF004	07 MAY 91	11 MAY 91	891000T221135	100
THIS NSN CANNOT BE FOUND ON THE TISA'S MASTER ITEM FILE (mif)					
TOTAL RECORDS FOUND:		6	RECORDS SUCCESSFULLY PROCESSED:		0
		TOTAL ERROR RECORDS:		10	

Figure C-113. DVD Transaction Error Listing - DFO to TISA Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show transactions that did not pass from the DFO to TISA. It includes the transaction code, customer ID code, transaction date, RDD, NSN, and required quantity.
- c. The final portion of the report displays the total number of records found, number of records processed, and total number of records in error.

C-99 DVD Requirements - DFO to TISA Report, PCN AJK-ZO2 (fig. C-114).

DATE: 07 May 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-ZO2
TIME: 14:08:48	DIRECT VENDOR DELIVERY	
	DVD REQUIREMENTS REPORT--DFO TO TISA	
	VALID LINE-ITEM REQUIREMENTS WERE ACCEPTED AND PLACED IN THE	
	TISA SUBSYSTEM AS FOLLOWS	
CUSTOMER ID	REQUIRED DELIVERY DATE	CATEGORY/CATEGORIES
YDF004	11 MAY 91	DAIRY
YDF005	11 MAY 91	BAKERY
YDF006	11 MAY 91	DAIRY

Figure C-114. DVD Requirements - DFO to TISA Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to confirm that the DFO DVD requirements passed to TISA for a specific RDD.
- c. The report includes the customer ID code, RDD, and DVD category of supplies.

C-100 Direct Vendor Delivery Missed Requirements Report, PCN AJK-Z11 (fig. C-115).

DATE: 13 Dec 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-Z11
	DIRECT VENDOR DELIVERY	
	MISSED REQUIREMENTS REPORT	
	MISSED DVD REQUIREMENTS WERE FOUND IN THE	
	TISA SUBSYSTEM AS FOLLOWS:	
CUSTOMER ID	REQUIRED DELIVERY DATE	CATEGORY/CATEGORIES
YDF004	12 DEC 90	BAKERY

Figure C-115. Direct Vendor Delivery Missed Requirements Report (example).

- a. This report is produced in the Direct Vendor Delivery (DVD) subfunction (section 5).
- b. Use this report to show DVD requirements missed during a specific time frame. It includes a customer ID code, RDD, and DVD category.

C-101 Direct Vendor Delivery Open Expired Obligations Report, PCN AJK-Z12 (fig. C-116).

DATE: 22 MAR 91	TROOP ISSUE SUBSISTENCE	PCN AJK-Z12
TIME: 10:46:10	STOCK ACCOUNTING	
	DIRECT VENDOR DELIVERY	
	OPEN EXPIRED OBLIGATIONS	
THE FOLLOWING OPEN DVD OBLIGATIONS HAVE EXPIRED (OR WILL EXPIRE)		
AS OF 21 MAR 91:		
VENDOR ID	PIIN	ESTIMATE FROM DATE
		ESTIMATE TO DATE
1C1290	DABT59-91-X-2233	01 FEB 91
		28 FEB 91
NO UNRECEIPTED VENDOR ORDERS WERE FOUND		
KK1290	DABT59-91-V-1234	01 FEB 91
		28 FEB 91
NO UNRECEIPTED VENDOR ORDERS WERE FOUND		
* THESE RDDs REPRESENT CUSTOMER ORDERS CREATED AT RECEIPT TIME		
AGAINST A NON-EXISTENT VENDOR ORDER WHICH HAS NOT YET BEEN RECEIPTED		

Figure C-116. Direct Vendor Delivery Open Expired Obligations Report (example).

- a. This report is produced in the Direct Vendor Delivery subfunction (section 5).
- b. Use this report to show vendors with open DVD obligations that have expired.
- c. The report includes the vendor ID code, PIIN, obligation estimate from date, and obligation estimate to date.

C-102 Direct Vendor Delivery Requirements Estimate Report, PCN AJK-ZB1 (fig. C-117).

DATE: 14 MAY 91			TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-ZB1		
ACT CODE: W26QKQ			STOCK ACCOUNTING - DIRECT VENDOR DELIVERY					
			DVD REQUIREMENTS ESTIMATE					
ESTIMATE PERIOD FROM: JUN 91			TO: AUG 91			DVD CATEGORY: DAIRY		
NSN/MCN			UI			ITEM TOTAL DEMAND		
ITEM NAME			DEMAND MONTHS					
			DEMAND QUANTITIES					
AUG	JUL	JUN						
8910-00-T26-3406			PG			1,555		
CHEESE COTTAGE 5 LB								
589	513	453						
8910-00-T44-0530			CO			0		
CREAM LIGHT WHIP 1/2 PT								
0	0	0						
Report will continue to list individual items until all have been listed.								
8910-00-T51-6497			GL			11,435		
MILK WHITE LOWFAT 1/2 PT								
3,910	4,045	3,480						

Figure C-117. Direct Vendor Delivery Requirements Estimate Report (example).

- a. This report is produced in the Direct Vendor Delivery subfunction (section 5).
- b. Use this report to show a consolidated list of DVD items required on a monthly basis.
- c. The report includes the estimate to and from date, DVD category, NSN, item name, unit of issue, and total demand per item.

C-103 Purged Records From Obligation Estimate File Report, PCN AJK-ZG1 (fig. C-118).

DATE: 29 MAR 91		TROOP ISSUE SUBSISTENCE ACTIVITY			PCN AJK-ZG1
ACTIVITY ID: W26QKQ		STOCK ACCOUNTING FUNCTION			
		DIRECT VENDOR DELIVERY SUBFUNCTION			
		BATCH PURGE CLOSED DVD RECEIPTS PROCESS			
PURGED RECORDS FROM OBLIGATION ESTIMATE FILE					
VENDOR ID: KK1290		ESTIMATE PERIOD: 01 FEB 91 - 28 FEB 91		PIIN: DABT59-91-Y-1234	
NSN	ITEM NAME	ESTIMATE QUANTITY	QUANTITY DELIVERED	QUANTITY UNDELIVERED	STSTUS CODE
8920-00-T16-0054	DONUTS GLAZED	1,486	23	0	E
8920-00-T16-0055	DONUTS CREAM/JELLY FILL	611	23	0	E
8920-00-T82-3011	PIE FRUIT FILL ASSTD 4 OZ	10	23	0	E
STATUS VALUES A= Unfinished DVD Obligation Estimate, B= Established DVD Obligation Estimate that has been printed for transmittal to Procurement, D = DVD Obligation Estimate sent to STARFIARS, E = Closed DVD Obligation Estimate All other Status Code Values are not associated with the DVD Subfunction					

Figure C-118. Purged Records From Obligation Estimate File Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show items purged from a DVD obligation estimate file. It includes the vendor ID code, estimate period (to and from dates), and PIIN.
- c. The report also includes the NSN, item name, estimate quantity, quantity delivered, quantity undelivered, and status code for each item.
- d. The final portion of the report gives an explanation of the status codes used when records are purged from the file.

C-104 Purged Records From Customer Order File Report, PCN AJK-ZG2(fig. C-119).

DATE: 29 mar 91		TROOP ISSUE SUBSISTENCE ACTIVITY					PCN AJK-ZG2	
ACTIVITY ID: W26QKQ		STOCK ACCOUNTING FUNCTION						
DIRECT VENDOR DELIVERY SUBFUNCTION								
BATCH PURGE CLOSED DVD RECEIPTS PROCESS								
PURGED RECORDS FROM CUSTOMER ORDER FILE								
VENDOR ID: KK1290 ESTIMATE PERIOD: 01 Feb 91 - 28Feb 91 PIIN: DABT59-91-Y-1234								
CUSTOMER ID	DOCUMENT NUMBER	REQUIRED DEL DATE	NSN	QUANTITY REQUIRED	QUANTITY RECEIVED	STATUS CODE	CATEGORY CODE	DATE CREATED
W26QKQ		21 Feb 91	8920-00-T16-0054	0	23	C	B	21 Mar 91
W26QKQ		21 Feb 91	8920-00-T16-0055	0	23	C	B	21 Mar 91
W26QKQ		21 Feb 91	8920-00-T82-3011	0	23	C	B	21 Mar 91
STATUS VALUES I= Unfinished Customer Requirement, Q= Established Customer Requirement, V = Customer Requirement included in Vendor order (becomes a Customer Order), R = Receipted Customer Order, P = Posted Receipted Customer Order, C = Customer Order that has completed processing.								

Figure C-119. Purged Records From Customer Order File Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show items purged from a DVD customer order file. It includes the vendor ID code, estimate period (to and from dates), and PIIN.
- c. The report includes the customer ID code, document number, RDD, NSN, quantity required, quantity received, status code, category code, and date created.
- d. The bottom portion of the report gives an explanation of the status codes used when records are purged from the file.

C-105 Purged Records From Vendor Order File Report, PCN AJK-ZG3(fig. C-120).

DATE: 29 mar 91	TROOP ISSUE SUBSISTENCE ACTIVITY					PCN AJK-ZG3
ACTIVITY ID: W26QKQ	STOCK ACCOUNTING FUNCTION					
	DIRECT VENDOR DELIVERY SUBFUNCTION					
	BATCH PURGE CLOSED DVD RECEIPTS PROCESS					
	PURGED RECORDS FROM VENDOR ORDER FILE					
VENDOR ID: KK1290 ESTIMATE PERIOD: 01 Feb 91 - 28Feb 91 PIIN: DABT59-91-Y-1234						
REQUIRED	NSN	QUANTITY	QUANTITY	STATUS	CATEGORY	
DEL DATE		REQUIRED	RECEIVED	CODE	CODE	
21 Feb 91	8920-00-T16-0054	0	23	C	B	
21 Feb 91	8920-00-T16-0055	0	23	C	B	
21 Feb 91	8920-00-T82-3011	0	23	C	B	
STATUS VALUES U = Order placed with Vendor, R = Order has been delivered by Vendor to each Customer,						
C = All Customer order records associated with this Vendor have completed processing						

Figure C-120. Purged Records From Vendor Order File Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show items purged from a specific vendor's order file. It includes the vendor ID code, estimate period (to and from dates), and PIIN.
- c. The report also includes the RDD, NSN, quantity ordered, quantity received, status code, and category code.
- d. The final portion of the report gives an explanation of the status codes used when records are purged from a vendor's file.

C-106 Obligation Estimate File Exception Report, PCN AJK-ZG4(fig. C-121).

DATE: 29 Mar 91	TROOP ISSUE SUBSISTENCE ACTIVITY	PCN AJK-ZG4			
ACTIVITY ID: W26QKQ	STOCK ACCOUNTING FUNCTION				
	DIRECT VENDOR DELIVERY SUBFUNCTION				
	BATCH PURGE CLOSED DVD RECEIPTS PROCESS				
	OBLIGATION ESTIMATE FILE EXCEPTION REPORT				
	CLOSED RECORDS WERE NOT FOUNDE; PURGE FAILED				
	VENDOR ID: IC1290	ESTIMATE PERIOD: 01 Feb 91 - 28Feb 91			
		PIIN: DABT59-91-X-2233			
NSN	ITEM NAME	ESTIMATE QUANTITY	QUANTITY DELIVERED	QUANTITY UNDELIVERED	STATUS CODE
8910-00-T24-9044	I C CUPS VANILLA 4 OZ	38	20	0	D
8910-00-T24-9045	I C CUPS CHOC/STRAW 4 OZ	60	10	0	D
STATUS VALUES	A = Unfinished DVD Obligation Estimate, B = Established DVD Obligation Estimate that has been printed for transmittal to Procurement, D = DVD Obligation Estimate sent to STARFIARS, E = Closed DVD Obligation Estimate All other Status Code Values are not associated with the DVD Subfunction.				

Figure C-121. Obligation Estimate File Exception Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show items that are an exception to the original DVD obligation nestimate. It includes the activity code, vendor ID code, monthly estimate period, and PIIN.
- c. The report also includes the NSN, item name, estimate quantity, quantity delivered, quantity undelivered, and status code for each item..
- d. The bottom portion of the report gives an explanation of the status codes used.

C-107 Customer Order File Exception Report, PCN AJK-ZG5(fig. C-122).

DATE: 08 Apr 91		TROOP ISSUE SUBSISTENCE ACTIVITY			PCN AJK-ZG5	
ACTIVITY ID: W26QKQ		STOCK ACCOUNTING FUNCTION				
		DIRECT VENDOR DELIVERY SUBFUNCTION				
		BATCH PURGE CLOSED DVD RECEIPTS PROCESS				
		CUSTOMER ORDER FILE EXCEPTION REPORT				
		VENDOR ID: IC1290 ESTIMATE PERIOD: 01 Feb 91 - 28Feb 91 PIIN: DABT59-91-I-3344				
CUSTOMER ID	REQUIRED DEL DATE	NSN	STATUS CODE	ID	ERROR MESSAGE	
YDF002	28 Feb 91	8920-00-T03-5368	R		Record must be posted to the Customer Account File.	
YDF002	28 Feb 91	8920-00-T24-9044	P		Record must be marked completed by the DVD Batch Transact Process.	
YDF002	28 Feb 91	8920-00-T24-9045	*		Record not found for identified data and RDD.	
STATUS VALUES I= Unfinished Customer Requirement, Q= Established Customer Requirement, V = Customer Requirement included in Vendor order (becomes a Customer Order), R = Receipted Customer Order, P = Posted Receipted Customer Order, C = Customer Order that has completed processing.						

Figure C-122. Customer Order File Exception Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to show DVD items that were requisitioned and have an exception status that could affect a customer account
- c. The report includes the customer ID code, RDD, NSN, exception status code, and error message for each transaction.
- d. The bottom portion of the report gives an explanation of the status codes used.

C-108 DVD Vendor Order File Exception Report, PCN AJK-ZG6(fig. C-123).

DATE: 08 May 91	TROOP ISSUE SUBSISTENCE ACTIVITY			PCN AJK-ZG6
ACTIVITY ID: W26QKQ	STOCK ACCOUNTING FUNCTION			
	DIRECT VENDOR DELIVERY SUBFUNCTION			
	BATCH PURGE CLOSED DVD RECEIPTS PROCESS			
VENDOR ORDER FILE EXCEPTION REPORT				
VENDOR ID: XXX112		ESTIMATE PERIOD: 01 May 91 - 07 May 91	PIIN: DABT59-90-B-V999	
REQUIRED	NSN	STATUS	ERROR MESSAGE	
DEL DATE		CODE		
07 May 91	1111-22-T33-4444	R	Record must be marked completed by the DVD Batch Transact Process.	
STATUS VALUES	U= Order placed with Vendor, R= Order has been delivered by Vendor to each Customer, C = All Customer order records associated with this Vendor Order have completed processing			

Figure C-123. DVD Vendor Order File Exception Report (example).

- This report is produced in the End of Day subfunction (section 11).
- Use this report to show DVD items with an exception status for the vendor's order. It includes the vendor ID code, estimate period covered, and PIIN.
- The report also includes the RDD, NSN, status code, and error message for the transaction.
- The bottom portion of the report gives an explanation of the status codes used.

C-109 SF 36- Initial DVD Obligation Estimate Report, PCN AJK-ZH1(fig. C-124).

DATE: 10 APR 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-ZH1
ACTIVITY ID: W26QKQ	STOCK ACCOUNTING	PAGE 1 OF 1
	DIRECT VENDOR DELIVERY	
	SF 36 - INITIAL DVD OBLIGATION ESTIMATE	
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: DLA13H-90-D-V032		
CONTRACTOR: MARVA MAID DAIRY		PDCVD FROM: 01 MAY 90
		TO: 31 MAY 90
PIIN: DABT59-____-____-_____		

ITEM NO	SUPPLIES/SERVICES	ESTIMATE QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	MILK WHITE 1/2 PT	1,342	CO	\$.1390	\$ 186.54
3	MILK WHITE LOWFAT 1/2 PT	13,041	CO	.1290	1,682.29
4	MILK WHITE LOWFAT 5 GAL	4,585	GL	1.7300	7,932.05
5	MILK SKIM 1/2 PT	4,590	CO	.1180	541.62
6	MILK CHOC 1/2 PT	800	CO	.1410	112.80
7	MILK CHOC 5 GAL PT	15	GL	1.9400	29.10
8	MILK CHOC LOFAT 1/2 PT	2,223	CO	.1335	296.77
9	MILK CHOC LOWFAT 5 GAL	1,210	CO	1.8600	2,250.60
11	MILK BUTTERMILK 1/2 PT	1,393	CO	.1200	167.16
12	CREAM SOUR 1/2 PT	127	CO	.4700	59.69
13	CHEESE COTTAGE 5 LB	534	PG	4.5500	2,429.70
14	YOGURT ASST 1/2 PT	5,142	CO	.4200	2,159.64
15	ICE MILK MIX VAN 1/2 GAL	1,756	CO	1.4800	2,598.88
16	ICE MILK MIX CHOC 1/2 GAL	1,036	CO	1.5300	1,585.08
TOTAL AMOUNT					\$22,031.92

Figure C-124. SF 36- Initial DVD Obligation Estimate Report (example).

- a. This report is produced in the Direct Vendor Delivery subfunction (section 5).
- b. Use this report to show a list of DVD items obligated for a specific accounting period. It includes the period covered and the contractor's name.
- c. The report also includes the item number, type of supplies, estimate quantity, unit of issue, unit price, dollar value per item, and total dollar amount for the obligation period.
- d. The report shows the beginning and ending date of the obligation estimate and the total dollar amount estimated for payment.

C-110 SF 36- Closing DVD Obligation Estimate Report, PCN AJK-ZH2(fig. C-125).

DATE: 13 MAR 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-ZH2
ACTIVITY ID: W26QKQ	STOCK ACCOUNTING	PAGE 1 OF 1
	DIRECT VENDOR DELIVERY	
	SF 36 - CLOSING DVD OBLIGATION ESTIMATE	
REFERENCE NUMBER OF DOCUMENT BEING CONTINUED: DLA13H-90-D-V032		
CONTRACTOR: MARVA MAID DAIRY		PDCVD FROM: 01 FEB 90
		TO: 28 FEB 90
PIIN: DABT59-89-D-1289		

ITEM NO	SUPPLIES/SERVICES	QUANTITY RECEIVED	UNIT	UNIT PRICE	AMOUNT
1	MILK WHITE 1/2 PT	5,480	CO	\$.1390	\$ 761.72
2	MILK WHITE 5 GAL	529	GL	1.8900	999.81
3	MILK WHITE LOWFAT 1/2 PT	93,389	CO	.1290	12,047.18
4	MILK WHITE LOWFAT 5 GAL	6,464	GL	1.7300	11,182.72
5	MILK SKIM 1/2 PT	8,212	CO	.1180	969.02
6	MILK CHOC 1/2 PT	4,485	CO	.1410	632.39
7	MILK CHOC 5 GAL	413	GL	1.9400	801.22
8	MILK CHOC LOFAT 1/2 PT	29,421	CO	.1335	3,927.70
9	MILK CHOC LOWFAT 5 GAL	3,025	CO	1.8600	5,626.50
10	CREAM LIGHT WHIP 1/2 PT	2,223	CO	.7000	1,556.10
11	MILK BUTTERMILK 1/2 PT	6,571	CO	.1200	788.52
12	CREAM SOUR 1/2 PT	3,198	CO	.4700	1,503.06
13	CHEESE COTTAGE 5 LB	2,699	PG	4.5500	12,280.45
14	YOGURT ASST 1/2 PT	14,893	CO	.4200	6,255.06
15	ICE MILK MIX VAN 1/2 GAL	1,791	CO	1.4800	2,650.68
16	ICE MILK MIX CHOC 1/2 GAL	1,770	CO	1.5300	2,708.10
TOTAL AMOUNT					\$64,690.23

Figure C-125 SF 36- Closing DVD Obligation Estimate Report (example).

- a. This report is produced in the Direct Vendor Delivery subfunction (section 5).
- b. Use this report to show a list of DVD items obligated and receipted for during a specific accounting period. It includes the period covered, contractor's name, and PIIN.
- c. The report also includes the item number, type of supplies, quantity received, unit of issue, unit price, dollar value per item, and total dollar amount for the closing obligation.
- d. The report shows the beginning and ending date of the obligation estimate and the total dollar amount obligated for payment.

C-111 DVD Adjusted Customer Receipt Report, PCN AJK-ZP1(fig. C-126).

DATE: 08/21/1994	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)		PCN AJK-ZP1		
	DIRECT VENDOR DELIVERY				
	ADJUSTED CUSTOMER RECEIPT				
	ADJUSTED ON 21 AUG 94				
	AT 09:10				
INSTALLATION:	TISA		VENDOR ID: RF1260		
VENDOR NAME:	RICHFOOD DAIRIES		DEL LOCATION: P8130		
CUSTOMER NAME:	KENNER ARMY HOSPITAL		RDD: WED 13 AUG 94		
CUSTOMER ID:	YLEFPR	DOCUMENT NUMBER:	YLEFPR23341000		
ITEM NAME	U/I	STANDARD PRICE	QUANTITY REQUIRED	QUANTITY RECEIVED	EXTENDED RECEIVED PRICE
CHEESE COTTAGE 5 LB	PG	\$ 4.70	5	5	\$ 23.50
CREAM SOUR 1/2 PT	CO	0.59	10	2	1.18
ICE MILK CHOC 1/2 GAL	CO	1.63	10	2	3.26
ICE MILK VAN 1/2 GAL	CO	1.58	5	5	7.90
MILK BUTTERMILK 1/2 PT	CO	0.24	50	50	12.00
MILK CHOC LOWFAT 1/2 PT	CO	0.24	150	150	36.00
MILK CHOC LOWFAT 5 GAL	GL	2.11	20	20	42.20
MILK SKIM 1/2 PT	CO	0.23	200	200	46.00
MILK WHITE LOWFAT 1/2 PT	CO	0.24	100	100	24.00
MILK WHITE LOWFAT 5 gal	GL	2.00	15	15	30.00
YOGURT ASST 1/2 PT	CO	0.55	100	100	55.00
CUSTOMER RECEIPT GRAND TOTAL EXTENDED PRICE					\$ 281.04

Figure C-126. DVD Adjusted Customer Receipt Report (example).

- a. This report is produced in the End of Day subfunction (section 11).
- b. Use this report to review and verify adjusted quantities for items received by off-line customers. It includes the name of the installation, vendor's name and ID code, customer's name and ID code, delivery location, document number and RDD..
- c. The report ALSO includes the following information for each item: item name, unit of issue, standard price, quantity required, quantity received, and an extended price. The adjusted grand total extended price is listed below the last item.

C-112 DVD Vendor Order Recap Report, PCN AJK-ZR1(fig. C-127).

DATE: 10 APR 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA) DIRECT VENDOR DELIVERY VENDOR ORDER RECAP	PCN AJK-ZR1																																																																																																												
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>INSTALLATION: TISA</p> <p>VENDOR NAME: MARVA MAID DAIRY</p> <p>CONTRACT NO: DLA13H-90-D-V032</p> <p>CUSTOMER ID: YLEFPR DOCUMENT NUMBER: YLEFPR23341000</p> </div> <div style="width: 35%; text-align: right;"> <p>VENDOR ID: RF1260</p> <p>RDD: TUE 10 APR 90</p> <p>RDD: WED 13 AUG 94</p> </div> </div>																																																																																																														
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ITEM NAME</th> <th style="text-align: left;">U/I</th> <th style="text-align: left;">CONTRACT PRICE</th> <th style="text-align: left;">QUANTITY ORDERED</th> <th style="text-align: left;">QUANTITY DELIVERED</th> <th style="text-align: left;">EXTENDED PRICE</th> </tr> </thead> <tbody> <tr><td>CHEESE COTTAGE 5 LB</td><td>PG</td><td>\$ 4.5500</td><td>70</td><td>_____</td><td>318.50</td></tr> <tr><td>CREAM LIGHT WHIP 1/2 PT</td><td>CO</td><td>0.7000</td><td>235</td><td>_____</td><td>164.50</td></tr> <tr><td>CREAM SOUR 1/2 PT</td><td>CO</td><td>0.4700</td><td>360</td><td>_____</td><td>169.20</td></tr> <tr><td>ICE MILK CHOC 1/2 GAL</td><td>CO</td><td>1.5300</td><td>65</td><td>_____</td><td>99.45</td></tr> <tr><td>ICE MILK VAN 1/2 GAL</td><td>CO</td><td>1.4800</td><td>65</td><td>_____</td><td>96.20</td></tr> <tr><td>MILK BUTTERMILK 1/2 PT</td><td>CO</td><td>0.1200</td><td>700</td><td>_____</td><td>84.00</td></tr> <tr><td>MILK CHOC 1/2 PT</td><td>CO</td><td>0.1410</td><td>170</td><td>_____</td><td>23.97</td></tr> <tr><td>MILK CHOC 5 GAL</td><td>GL</td><td>1.9400</td><td>35</td><td>_____</td><td>67.90</td></tr> <tr><td>MILK CHOC LOWFAT 1/2 PT</td><td>CO</td><td>0.1335</td><td>700</td><td>_____</td><td>93.45</td></tr> <tr><td>MILK CHOC LOWFAT 5 GAL</td><td>GL</td><td>1.8600</td><td>80</td><td>_____</td><td>148.8</td></tr> <tr><td>MILK SKIM 1/2 PT</td><td>CO</td><td>0.1180</td><td>700</td><td>_____</td><td>82.60</td></tr> <tr><td>MILK WHITE 1/2 PT</td><td>CO</td><td>0.1390</td><td>170</td><td>_____</td><td>23.63</td></tr> <tr><td>MILK WHITE 5 GAL</td><td>GL</td><td>1.8900</td><td>45</td><td>_____</td><td>85.05</td></tr> <tr><td>MILK WHITE LOWFAT 1/2 PT</td><td>CO</td><td>0.1290</td><td>700</td><td>_____</td><td>90.30</td></tr> <tr><td>MILK WHITE LOWFAT 5 GAL</td><td>GL</td><td>1.7300</td><td>175</td><td>_____</td><td>302.75</td></tr> <tr><td>YOGURT ASST 1/2 PT</td><td>CO</td><td>0.4200</td><td>870</td><td>_____</td><td>365.40</td></tr> <tr> <td colspan="5" style="text-align: right; padding-top: 5px;">VENDOR ORDER GRAND TOTAL EXTENDED PRICE</td> <td>\$2,215.70</td> </tr> </tbody> </table>			ITEM NAME	U/I	CONTRACT PRICE	QUANTITY ORDERED	QUANTITY DELIVERED	EXTENDED PRICE	CHEESE COTTAGE 5 LB	PG	\$ 4.5500	70	_____	318.50	CREAM LIGHT WHIP 1/2 PT	CO	0.7000	235	_____	164.50	CREAM SOUR 1/2 PT	CO	0.4700	360	_____	169.20	ICE MILK CHOC 1/2 GAL	CO	1.5300	65	_____	99.45	ICE MILK VAN 1/2 GAL	CO	1.4800	65	_____	96.20	MILK BUTTERMILK 1/2 PT	CO	0.1200	700	_____	84.00	MILK CHOC 1/2 PT	CO	0.1410	170	_____	23.97	MILK CHOC 5 GAL	GL	1.9400	35	_____	67.90	MILK CHOC LOWFAT 1/2 PT	CO	0.1335	700	_____	93.45	MILK CHOC LOWFAT 5 GAL	GL	1.8600	80	_____	148.8	MILK SKIM 1/2 PT	CO	0.1180	700	_____	82.60	MILK WHITE 1/2 PT	CO	0.1390	170	_____	23.63	MILK WHITE 5 GAL	GL	1.8900	45	_____	85.05	MILK WHITE LOWFAT 1/2 PT	CO	0.1290	700	_____	90.30	MILK WHITE LOWFAT 5 GAL	GL	1.7300	175	_____	302.75	YOGURT ASST 1/2 PT	CO	0.4200	870	_____	365.40	VENDOR ORDER GRAND TOTAL EXTENDED PRICE					\$2,215.70
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">VENDOR SIGNATURE _____</div> <div style="width: 45%;">TISO SIGNATURE _____</div> </div>																																																																																																														

Figure C-127. DVD Vendor Order Recap Report (example).

- a. This report is produced in the Direct Vendor Delivery subfunction (section 5).
- b. Use this report to show a consolidated list of DVD items ordered for delivery. It includes the name of the installation, vendor's name, vendor ID code, contract number, and RDD..
- c. The report also includes the item name, unit of issue, contract price, quantity ordered, quantity delivered, extended price per item, and grand total extended price.
- d. The report must be signed by both parties before it is complete.

C-113 DVD Customer Order Report, PCN AJK-ZR2(fig. C-128).

DATE: 02 JUN 90	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-ZP1
	DIRECT VENDOR DELIVERY	
	CUSTOMER ORDER	
INSTALLATION:	TISA	
VENDOR NAME:	MARYLAND AND VIRGINIA MILK PRODUCERS	VENDOR ID: MM0690
CUSTOMER NAME:	240TH QM BN ACTIVE ARMY	DEL LOCATION: P9300
CUSTOMER ID:	YDF001	RDD: MON 04 JUN 90
ITEM NAME	U/I	EXTENDED
	STANDARD	RECEIVED
	PRICE	PRICE
	QUANTITY	
	REQUIRED	
	QUANTITY	
	RECEIVED	
CHEESE COTTAGE 5 LB	PG	46.00
	\$ 4.60	
CREAM SOUR 1/2 PT	CO	9.80
	0.49	
ICE MILK CHOC 1/2 GAL	CO	76.50
	1.53	
ICE MILK VAN 1/2 GAL	CO	59.20
	1.48	
MILK BUTTERMILK 1/2 PT	CO	13.00
	0.13	
MILK CHOC LOWFAT 5 GAL	GL	60.30
	2.01	
MILK SKIM 1/2 PT	CO	13.00
	0.13	
MILK WHITE LOWFAT 5 gal	GL	47.50
	1.90	
YOGURT ASST 1/2 PT	CO	33.75
	0.45	
CUSTOMER ORDER GRAND TOTAL EXTENDED PRICE		\$ 2,215.70
RECEIVED BY: _____	DATE: _____	

Figure C-128. DVD Customer Order Report(example).

- a. This report is produced in the Direct Vendor Delivery subfunction (section 5).
- b. Use this report to show DVD items scheduled for delivery to a customer. It includes the name of the installation, vendor ID code, vendor's name, customer's name and ID code, delivery location, and RDD..
- c. The report also includes the item name, unit of issue, standard price, quantity required, quantity received, extended price per item, and grand total extended price.
- d. The report must be signed and dated by the customer before it is complete.

C-114 AFMIS STARFIARS Tape Transactions Report, PCN AJK-1Q1 (fig. C-129).

DATE:PREPARED: 06/15/1992											PCN AJK-XT1	
AFMIS STARFIARS TAPE TRANSACTIONS												
DIC	DODAAC & DOC #	PIN #	SUPP ADD	APC/FC	RIC	MCN/NSN	UI	QTY	UNIT PRICE	AC	PRI	P/F USER NAME
AQA	W26QKQ01580001		Y00000		S	8905001263416	LB	1,620	.66		15	
AQA	W26QKQ01580002		Y00000		S	8905001263416	LB	1,620	.66		15	
AQA	W26QKQ01580003		Y00000		S	8905001263416	LB	1,620	.66		15	
AQA	W26QKQ01580004		Y00000		S	8905001263416	LB	1,620	.66		15	
AQA	W26QKQ01580005		Y00000		S	8905001263416	LB	1,566	.66		15	
AQA	W26QKQ01580006		Y00000		S	8905001263416	LB	1,566	.66		15	
AQA	W26QKQ01580007		Y00000		S	8905001263416	LB	1,566	.66		15	
AQA	W26QKQ01580008		Y00000		S	8905001263416	LB	1,566	.66		15	
AQA	W26QKQ01580009		Y00000		S	8905001264062	LB	50	1.40		15	
AQA	W26QKQ01580010		Y00000		S	8905001264062	LB	50	1.40		15	
AQA	W26QKQ01580011		Y00000		S	8905001264062	LB	50	1.40		15	
AQA	W26QKQ01580012		Y00000		S	8905001264062	LB	50	1.40		15	
Report will continue to list individual items until all have been listed.												
AQA	W26QKQ01580030		Y00000		S	8905001268774	LB	250	3.90		15	
AQA	W26QKQ01580031		Y00000		S	8905001268774	LB	250	3.90		15	
AQA	W26QKQ01580032		Y00000		S	8905001268774	LB	250	3.90		15	
AQA	W26QKQ01580033		Y00000		S	8905001268774	LB	250	3.90		15	
AQA	W26QKQ01580034		Y00000		S	8905001268774	LB	250	3.90		15	
AQA	W26QKQ01580035		Y00000		S	8905001268774	LB	250	3.90		15	

Figure C-129. AFMIS STARFIARS Tape Transactions Report (example).

- a. This report is produced in the As Required subfunction (section 11).

b. Use this report to show a list of transactions transmitted to STARFIARS by tape. The transactions are identified by document identifier codes and document numbers.

c. The report also includes the supplementary address, routing identifier code, NSN, and unit of issue, quantity, unit price, and priority designator code

C-115 Summary of STARFIARS Transactions Written to Tape: STARFIARS to Tape Report, PCN AJK-771 (fig. C-130).

DATE: 15 Jun 92	STARFIARS TO TAPE REPORT	PCN AJK-XW1
SUMMARY OF STARFIARS TRANSACTIONS WRITTEN TO TAPE		
AOA	611	
ZHG	17	
ZHH	3	
D6A	0	
D6B	0	
Report will continue to list individual transactions until all have been listed.		
D8*	100	
ZMS	4	
TOTAL	1146	
BYPASSED	0	

Figure C-130. Summary of STARFIARS Transactions Written to Tape: STARFIARS to Tape Report (example).

- a. This report is produced in the As Required subfunction (section 11).
- b. Use this report to show a summary of the tape transactions written to STARFIARS.
- c. The report also includes the number of transactions for each document identifier code, total number of transactions, as well as the number of transactions bypassed..

C-116 Transfer Reversal/Adjustment DA Form 3161 Facsimile Report - Transfer In, PCN AJK-1R1(fig. C-131).

DATE: 14 Sep 92		TROOP ISSUE SUBSISTENCE ACTIVITY		PCN AJK-1R1	
TRANSFER REVERSAL/ADJUSTMENT REPORT					
TRANSFER IN					
DA FORM 3161 FACSIMILE					
DOCUMENT NUMBER: WK4NN822580007			VOUCHER NUMBER: 30		
NSN/MCN	ITEM NAME	UI	UNIT PRICE	NEW QTY	EXTENDED PRICE
8950-00-489-0546	PEPPERS JALAPENO #10	CN	\$ 3.10	24	\$ 74.40
8915-00-007-5309	PEAS BLACK EYE # 10	CN	1.67	48	80.16
8915-00-127-8892	POTATOES SWT #2 1/2	CN	.71	48	34.08
8915-00-133-5903	POTATOES INSTANT #10	CN	4.82	0	0.00
GRAND TOTAL EXTENDED PRICE:					188.64

Figure C-131. Transfer Reversal/Adjustment DA Form 3161 Facsimile Report - Transfer In (example).

- This report is produced in the Reversal/Adjustment subfunction (section 5).
- Use this report to show a list of items transferred from another TISA that is being reversed or adjusted.
- The report includes the document number, voucher number, NSN/MCN, item name, unit of issue, unit price, new quantity, extended price, and grand total extended price.

C-117 Transfer Reversal/Adjustment DA Form 3161 Facsimile Report - Transfer Out, PCN AJK-1R1(fig. C-132).

DATE: 14 Sep 92		TROOP ISSUE SUBSISTENCE ACTIVITY		PCN AJK-1R1	
		TRANSFER REVERSAL/ADJUSTMENT REPORT			
		TRANSFER OUT			
		DA FORM 3161 FACSIMILE			
DOCUMENT NUMBER: WK4NN822580006		VOUCHER NUMBER:		29	
NSN/MCN	ITEM NAME	UI	UNIT PRICE	NEW QTY	EXTENDED PRICE
8950-00-000-0317	SAUCE STEAK 5-10 OZO	BT \$.42	900 \$	378.00
8950-00-000-0137	SAUCE STEAK 5-10 OZ	BT	.42	0	0.00
8910-00-139-6707	MILK DRY NON FAT 4 LB	BX	5.08	100	508.00
8905-00-127-8474	FISH HADDOCK FILLET	LB	3.90	300	1,170.00
GRAND TOTAL EXTENDED PRICE:				\$	2,056.00

Figure C-132. Transfer Reversal/Adjustment DA Form 3161 Facsimile Report - Transfer Out (example).

- This report is produced in the Reversal/Adjustment subfunction (section 5).
- Use this report to show a list of items transferred to another TISA that is being reversed or adjusted.
- The report includes the document number, voucher number, NSN/MCN, item name, unit of issue, unit price, new quantity, extended price, and grand total extended price.

C-118 Transfer From Another TISA DA Form 3161 Facsimile Report - Transfer In, PCN AJK-1W1(fig. C-133).

DATE: 14 Sep 92		TROOP ISSUE SUBSISTENCE ACTIVITY		PCN AJK-1W1	
TRANSFERS					
TRANSFER FROM ANOTHER TISA					
DA FORM 3161 FACSIMILE					
DOCUMENT NUMBER: WK4NN822580007			VOUCHER NUMBER: 25		
NSN/MCN	ITEM NAME	UI	UNIT PRICE	NEW QTY	EXTENDED PRICE
8950-00-489-0546	PEPPERS JALAPENO #10	CN	\$ 3.10	36	\$ 116.60
8915-00-007-5309	PEAS BLACK EYE # 10	CN	1.67	36	60.12
8915-00-127-9282	PEAS GREEN #10	CN	2.40	48	115.20
8915-00-127-8892	POTATOES SWT #2 1/2	CN	.71	96	68.16
8915-00-133-5903	POTATOES INSTANT #10	CN	4.82	24	115.68
8915-00-582-4060	TOMATOES #10	CN	2.44	96	234.24
GRAND TOTAL EXTENDED PRICE:					705.00
ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____					

Figure C-133. Transfer Reversal/Adjustment DA Form 3161 Facsimile Report - Transfer In (example).

- This report is produced in the Transfers subfunction (section 5).
- Use this report to show a list of items transferred in from another TISA.
- The report includes the document number, voucher number, NSN/MCN, item name, unit of issue, unit price, new quantity, extended price, and grand total extended price.

C-119 Transfer To Another TISA DA Form 3161 Facsimile Report, PCN AJK-1W1(fig. C-134).

DATE: 14 Sep 92		TROOP ISSUE SUBSISTENCE ACTIVITY		PCN AJK-1W1	
TRANSFERS					
TRANSFER TO ANOTHER TISA					
DA FORM 3161 FACSIMILE					
DOCUMENT NUMBER: WK4NN822580006			VOUCHER NUMBER: 23		
NSN/MCN	ITEM NAME	UI	UNIT PRICE	NEW QTY	EXTENDED PRICE
8950-00-000-0317	SAUCE STEAK 5-10 OZ0	BT \$.42	500 \$	210.00
8910-00-139-6707	MILK DRY NON FAT 4 LB	BX	5.08	250	1,270.00
8905-00-127-8474	FISH HADDOCK FILLET	LB	3.90	150	585.00
8905-00-209-5923	CHITTERKINGS FZN RAW	LB	0.54	96	51.84
8920-00-823-7227	CAKE MIX WHITE #10	CN	3.32	48	159.36
GRAND TOTAL EXTENDED PRICE:				\$	2,276.20
ISSUED BY: _____		RECEIVED BY: _____		SIGNATURE: _____ DATE _____	

Figure C-134. Transfer To Another TISA DA Form 3161 Facsimile Report (example).

- This report is produced in the Transfers subfunction (section 5).
- Use this report to show a list of items transferred to another TISA.
- The report includes the document number, voucher number, NSN/MCN, item name, unit of issue, unit price, new quantity, extended price, and grand total extended price.

C-120 DPSC Released Requisitions List Report - Perishable, PCN AJK-7J1 (fig. C-135).

DATE:		17 Sep 92				TROOP ISSUE SUBSISTENCE ACTIVITY						PCN AJK-7J1		
TIME:		09:56:41				STOCK ACCOUNTING/REQUISITIONING								
ACT CODE:		W26QKQ				DPSC RELEASED REQUISITIONS LIST								
PERISHABLE														
DIC	RIC	SUPP ADDR	NSN	ITEM NAME	DON	PRJ CD	PRI DES	ADV CD	UI	RDD	RQN QTY	SIG CD	DMD CD	FUND CD
A01	S9P	W268TT	8905000441854	PIG FEET FRONT FZN	W26QKQ01680059		15		LB	183	30	J	R	TK
A01	S9P	W268TT	8905000441854	PIG FEET FRONT FZN	W26QKQ01680060		15		LB	184	30	J	R	TK
Report will continue to list individual items until all have been listed.														
A01	S9P	W268TT	8920001278243	FRUIT CAKE FRESH	W26QKQ01680150		15		LB	188	12	J	R	TK
A01	S9P	W268TT	8920001278243	FRUIT CAKE FRESH	W26QKQ01680151		15		LB	190	12	J	R	TK
A01	S9P	W268TT	8920001278243	FRUIT CAKE FRESH	W26QKQ01680152		15		LB	191	12	J	R	TK
THE TOTAL DOLLAR VALUE OF PERISHABLE ITEMS IS \$ 3,272.48														

Figure C-135. DPSC Released Requisitions List Report - Perishable (example).

- This report is produced in the Requisitions subfunction (section 5).
- Use this report to show a detailed list of requisition items released to DPSC. The same format is used for both commodity groups.
- The report includes the document identifier code, routing identifier code, supplementary address, NSN, item name, document number, project code, priority designator, sdvice code, unit of issue, RDD, requisition quantity, signal code, demand code, fund code, and total dollar value of items.

NOTE: When you release special item requisitions, this report is produced under the same PCN showing only the items that are special-ordered.

C-121 Master Item File Negative Balance Report, PCN AJK-981 (fig. C-136).

DATE: 16 Sep 92			MASTER ITEM FILE NEGATIVE BALANCE REPORT	PCN AJK-YM1
NSN	NOMENCLATURE	MIF NEGATIVE BALANCE		
8910-00-D84-6435	MILK WHIRTE 1/2 PT	-600		
8915-00-129-0825	VEG FZN BROCCOLI	-100		
8915-00-143-0980	VEG FZN SUCCOTASH	-161		
8915-00-143-0997	VEG FZN PEAS AND CARROTS	-132		
8915-00-160-6156	VEG FZN CAULIFLOWER	-200		
8915-00-162-5087	VEG FZN CARROTS	-80		
8915-00-782-3508	VEG FZN POTATOES FF	-990		
8915-00-926-5936	VEG FZN GREEN MUSTARD	-97		
8915-00-926-5937	VEG FZN GREEN TURNIP	-78		
8915-00-935-6620	VEG FZN MIXED	-78		
8915-01-135-5787	VEG FZN CORN ON COB 48 EA	-8		
8920-00-753-5776	BREAD WHITE 16 OZ	-144		

Figure C-136. Master Item File Negative Balance Report (example).

- This report is produced in the End of Day subfunction (section 11).
- Use this report to present the manager with a list of items that currently shows a negative balance on the MIF.
- The report includes the NSN, nomenclature, and MIF negative balance.
- When there are no items with negative balance, a negative report is produced under the same PCN.

C-122 DA Form 3161 Facsimile - DF to DF Transfer Report, PCN AJK-1B1(fig. C-137).

DATE: 14 Sep 92	TROOP ISSUE SUBSISTENCE ACTIVITY DA FORM 3161 FACSIMILE DF TO DF TRANSFER REPORT	PCN AJK-1W1			
TRANSFER DATE: 01/03/1994					
TRANSFER NUMBER: 007					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">TRANSFER FROM: W26L77- HHC 176TH ENG GP</div> <div style="width: 45%;">TRANSFER TO: YDF005- ACTIVE ARMY 249TH QM BN</div> </div>					
NSN/MCN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
8905-00-133-5887	BEEF SHOULDER CLOD	LB	\$ 1.92	50	\$ 96.00
8905-00-965-2128	CHIC CUT UP W/O BACK	LB	0.80	100	80.00
8915-00-126-8804	ORANGES FRESH	LB	0.32	150	48.00
8915-00-682-6705	SYRUP MAPLE # 10	CN	1.89	96	68.16
8925-00-682-6705	POTATOES INSTANT #10	CN	4.82	24	181.44
8950-00-000-0137	SAUCE STEAK 5-10 OZ	BT	0.42	72	30.24
GRAND TOTAL EXTENDED PRICE:				\$	435.68
<div style="display: flex; justify-content: space-between;"> ISSUED BY: _____ RECEIVED BY: _____ SIGNATURE: _____ DATE: _____ </div>					
END PAGE 1					

Figure C-137. DA Form 3161 Facsimile - DF to DF Transfer Report (example).

- a. This report is produced in the Transfer From DF to DF process (section 5).
- b. Use this report to review the list of items transferred between dining facilities.
- c. The report includes the activity codes and names of both DFOs. The following information is listed for each transfer item: NSN/MCN, item name, unit of issue, unit price, quantity, and an extended price. The grand total is listed below the extended price.
- d. The report must be signed by all parties before it is complete.

C-123 Issue Frequency Schedule for Report, PCN AJK-4Q1 (fig. C-138).

DATE: 06 May 91	TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)	PCN AJK-4Q1
	REPORTS AND INQUIRIES	
	ISSUE FREQUENCY SCHEDULE	
	FOR JAN 94	
SHOPPING LIST SUBMISSION DATE	ISSUE DATE	CONSUMPTION DATES
		FROM TO
03 Jan 94	04 Jan 94	05 Jan 07 Jan
04 Jan 94	07 Jan 94	08 Jan 09 Jan
08 Jan 94	09 Jan 94	10 Jan 11 Jan
10 Jan 94	11 Jan 94	12 Jan 15 Jan
11 Jan 94	15 Jan 94	16 Jan
45 Jan 94	16 Jan 94	17 Jan 18 Jan
17 Jan 94	18 Jan 94	19 Jan 21 Jan
18 Jan 94	21 Jan 94	22 Jan 23 Jan
22 Jan 94	23 Jan 94	24 Jan 25 Jan
24 Jan 94	25 Jan 94	26 Jan 28 Jan
25 Jan 94	28 Jan 94	29 Jan 31 Jan
29 Jan 94	30 Jan 94	01 Feb 02 Feb
31 Jan 94	01 Feb 94	03 Feb 04 Feb
INSTRUCTIONS FOR THE ISSUE FREQUENCY SCHEDULE FOLLOW!		PAGE 1

Figure C-138. Issue Frequency Schedule for_____ Report (example).

- This report is produced in the Issue Frequency File subfunction (section 7).
- Use this report to review the issue schedule you create for ARCS customers. The schedule includes submission, issue, and consumption dates for this month or next.

C-124 DA Form 3161 Facsimile - Turn-in Report, PCN AJK-VJ1(fig. C-139).

DATE: 14 Sep 92		TROOP ISSUE SUBSISTENCE ACTIVITY		PCN AJK-1W1	
		DA FORM 3161 FACSIMILE			
		TURN-IN REPORT			
		TURN-IN DATE: 01/03/1994			
		TURN-IN NUMBER: P3700-0167-0009			
NSN/MCN	ITEM NAME	UI	UNIT PRICE	QTY	EXTENDED PRICE
8905-00-403-9592	BACON SLICED FZN SHINGLE	LB	\$ 1.14	50	\$ 57.00
8905-00-299-1316	BEEF CORNED FZN	LB	1.55	50	77.50
8905-00-285-2075	BEEF GROUND	LB	1.36	50	68.00
8905-00-133-5886	BEEF KNUCKLE SPECIAL	LB	2.27	50	113.50
GRAND TOTAL EXTENDED PRICE:				\$	316.00
ISSUED BY: _____		RECEIVED BY: _____		SIGNATURE: _____	
				DATE: _____	
				END PAGE 1	

Figure C-139. DA Form 3161 Facsimile - Turn-in Report (example).

- This report is produced in the Receipts subfunction (section 5).
- Use this report to review and receipt for items turned in to TISA by a customer.
- The report includes the turn-in date and number. The following information is listed for each turn-in item: NSN/MCN, item name, unit of issue, unit price, quantity, and an extended price. The grand total is listed below the extended price.
- The report must be signed by all parties before it is complete.

C-125 Document History Inquiry Report, PCN AJK-Y11 (fig. C-140).

DATE: 06 May 91		DOCUMENT HISTORY INQUIRY			PCN AJK-YP1	
DON: W26QKQ41580099		SUP ADDRESS: Y00000				
SUFFIX						
DIC	NSN/MCN	UI	QTY	PRICE	CD	RDD STATUS
AOA	8905-00-285-2075	LB	55	1.36	R	4170
ATA	8905-00-285-2075	LB	55	1.36	R	4170

Figure C-140. Document History Inquiry Report (example).

- This report is produced in the Document History Inquiry process (section 5).
- Use this report to review the requisition history of items by document number..
- The report includes the document number and supplementary address for this inquiry. The following information is listed for each item: document identifier code (DIC), NSN/MCN, unit of issue, quantity, unit price, suffix code, RDD, and shipment status.
category.

C-126 Single Stock Fund – TA20 Records Report, PCN-Z3R (fig. C-141).

DATE: 21 Aug 00	SINGLE STOCK FUND - TA20 RECORDS	PCN-Z3R	
BILL TO DODAAC	DOC NUMBER	AMOUNT	APC
W68GYP	W68GYP000665860	-17.10	G427
W68MX3	W68MX300762715	308.79	T441
W68GYP	W68GYP000665860	-17.10	G427
W68MX3	W68MX3300762715	308.79	T441
W68GYP	W68GYP000665860	-17.10	G427
W68MX3	W68MX3300762715	308.79	T441
W68GYP	W68GYP000665860	-17.10	G427
W68MX3	W68MX3300762715	308.79	T441
W68GYP	W68GYP000665860	-17.10	G427
W68MX3	W68MX3300762715	308.79	T441
END PAGE: 1			

Figure C-141. Single Stock Fund – TA20 Records Report (example).

- a. This report is produced automatically from the Single Stock Fund Bypass process (section 11).
- b. This report lists debit/credit transactions for each reimbursable customer issue.

C-127 Prime Vendor Receipt Report, PCN AJK-AF1 (fig C-142).

DATE:	12 Jan 95	PRIME VENDOR RECEIPT REPORT	PCN AJK-AF1
CUSTOMER:	000106		RDD: 12 Jan 98
CUSTOMER NAME:	QUAD E (PV)		
VENDOR ID:	DS0001		
VENDOR NAME:	DEFENSE SUBSISTENCE OFFICE		
	TIIN	ITEM NAME	UI QTY PRICE EXTENDED PRICE
WX3JP380120004	403-9592	BACON SL FZN SHING LB	12 \$ 1.35 \$ 16.20
WX3JP380120005	043-3198	EGGS SHELL DOM DZ	32 1.00 32.00
WX3JP380120006	616-0091	SHORTENING 50 LB LB	100 .46 46.00
CUSTOMER:	\$ 94.20	BOX LUNCH:	\$ 0.00 TOTAL 94.20

Figure C-142. Prime Vendor Receipt Report (example).

a. This report is produced after a receipt is “written.” (Section 12). TISA users can reproduce this report in the Reprint Reports process (Section 8 TISA EM).

b. Use this report to show a list of Prime Vendor items receipted for by a specific dining facility. It includes the customer ID, customer name, RDD, TIIN, item name, unit of issue, quantity, unit price, extended price, and grand total price.

C-128 Prime Vendor Order Report, PCN AJK-AG1 (fig C-143).

DATE: 10 JAN 98		PRIME VENDOR ORDER REPORT				PCN AJK-AG1	
DODAAC: W36N0Q							
JULIAN DATE: 8010							
VENDOR ID: DSO001		SAN DIEGO PRODUCE OFFICE		CONTRACT NUMBER: SP030097A00GX			
CUSTOMER: 000109 QUAD J (PV)		RDD: 12 Jan 98					
SERIAL NUMBER	NSN	ITEM NAME	UI	QTY	UNIT PRICE	EXTENDED PRICE	
0001	8905-00-403-9592	BACON SLICED FZN SHINGLE			LB	12	1.35 16.20
0002	8910-00-043-3198	EGGS SHELL DOM	DZ	32	1.00	32.00	
0003	8945-00-616-0091	SHORTENING 50 LB GP		LB	50	0.46	23.00
0006	8970-00-149-1094	MEALS READY-TO EAT (MRE)			BX	100	62.65 6,265.00
PAGE 1							

Figure C-143. Prime Vendor Order Report (example).

a. This report is produced after the Send PV Data to STARFIARS/SPVI program (Section 12) is executed. TISA users can reproduce this report in the Reprint Reports process (Section 8 TISA EM).

b. Use this report to show Prime Vendor items ordered for the installation's DODAAC by vendor and customer ID. It includes the Julian date, Vendor ID and name, Contract Number, Customer Activity Code and Name, and RDD for the order. The DON serial number, NSN, item name, unit of issue, quantity, unit price and extended price are also displayed for each item. The report is broken by customer. The report for each customer is in DON sequence.

C-129 Prime Vendor Receipt Report, PCN AJK-AG2 (fig C-144).

DATE: 10 Jan 98			PRIME VENDOR RECEIPT REPORT						PCN AJK-AG2		
VENDOR ID: PV0001 JOSEPH WEBB			CONTRACT NUMBER: SP030098D2914								
DOCUMENT NUMBER	NSN	ITEM NAME	UI	CUSTOMER ID	RDD	QTY	UNIT PRICE	EXTENDED PRICE			
W36N0Q40030002	8915-00-616-0198	GRAPEFRUIT FRESH	LB	000701	22 Dec 95	50 \$	0.44	\$ 22.00			
W36N0Q40030004	8915-00-616-0200	ONIONS DRY FRESH	LB	000701	22 Dec 95		0.23	0.00			
W36N0Q40030005	8915-00-616-0209	GRAPES FRESH	LB	000701	22 Dec 95	100	1.08	108.00			
W36N0Q40030009	8915-00-616-0222	PEPPERS GREEN FRESH	LB	000701	22 Dec 95	10	0.74	7.40			
W36N0Q40030010	8915-00-616-0229	VEG FZN POTATOES FF	LB	000701	22 Dec 95	20	0.33	6.60			
									PAGE 1		

Figure C-144. Prime Vendor Receipt Report (example).

a. This report is produced after the Send PV Data to STARFIARS/SPVI program (Section 12) is executed. TISA users can reproduce this report in the Reprint Reports process (Section 8 TISA EM).

b. Use this report to show a consolidated list by vendor of Prime Vendor items receipted for the installation on the date displayed in the upper left corner. The report is in document number sequence by vendor. It includes the vendor ID and name, contract number, document number, NSN, item name, unit of issue, customer ID, required delivery date (RDD), quantity, unit price, and extended price. The total extended price for all items for each vendor is on the last page of the vendor's report.

C-130 Prime Vendor Receipt Reversal Report, PCN AJK-AG3 (fig C-145).

DATE: 04 Jan 95		PRIME VENDOR RECEIPT REVERSAL REPORT						AJK-AG3	
DOCUMENT				CUSTOMER			UNIT	EXTENDED	
NUMBER	NSN	ITEM NAME	UI	ID	RDD	QTY	PRICE	PRICE	
W36N0Q40030002	8915-00-616-0198	GRAPEFRUIT FRESH	LB	000701	01 JAN 95	50	\$ 0.44	\$ 22.00	
W36N0Q40030004	8915-00-616-0209	GRAPES FRESH	LB	000701	01 JAN 95	100	1.08	108.00	
W36N0Q40030005	8915-00-616-0222	PEPPERS GREEN FRESH	LB	000701	01 JAN 95	10	0.74	7.40	
W36N0Q40030006	8915-00-616-0229	VEG FZN POTATOES FF	LB	000701	01 JAN 95	20	0.33	6.60	
							TOTAL \$	136.00	

Figure C-145. Prime Vendor Receipt Reversal Report (example).

a. This report is produced from the Send PV Data to STARFIARS/SPVI process.

b. Use this report to show the consolidated list of all items on Prime Vendor receipts that were changed after the receipts were written, AFMIS files have been updated to reflect the changes, and D6U type transactions with a document identifier code of REV were passed to DSCP for each of the items. DSCP uses the REV transaction to update the files at DSCP. The report includes the document number, NSN, item name, unit of issue, customer ID, required delivery date (RDD), quantity, unit price, extended price, and total price.

C-131 AFMIS SPVI Conversion (On MIF Not On SPVI) Report, PCN AJK-AH1 (fig C-146).

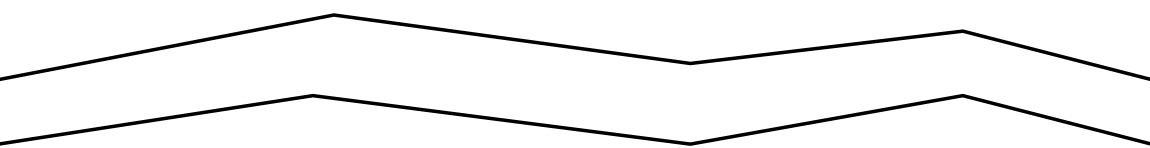
DATE: 29 Dec 97		AFMIS SPVI CONVERSION	PCN AJK-AH1
DATE OF LAST SPVI UPDATE:		27 Dec 97	
ON MIF NOT ON SPVI			
MIF			
NSN	U/I	NOMENCLATURE	SRC CD
8905-00-126-4020	CN	LUNCHEON MEAT 6 LB CAN	D
8905-00-177-7203	LB	KNOCKWURST	D
8905-00-209-5923	LB	CHITTERLINGS	D
8905-00-926-6485	LB	PORK SAUSAGE ROLL	D
8905-00-T03-9555	LB	PRIME RIB, BONELESS	D
8905-00-T03-9592	LB	BACON SLICED	D
			
8905-01-361-5696	GL	MILK WHITE BULK 1%	A
8905-01-364-3871	EA	MILK HOMO 1/2	A
8905-01-364-3872	GL	MILK CHOC BULK	A
8905-01-364-8611	EA	MILK CHOC 1/2 PT	A
8905-01-390-4350	LB	SWISS CHEESE SLICED	D
END PAGE 7			

Figure C-146. AFMIS SPVI Conversion (On MIF Not On SPVI) Report (example).

a. This report is produced in the AFMIS-SPVI Catalog Compare subfunction (Section 12).

b. Use this report to identify those items on the Master Item File (MIF) that are not on the SPVI Catalog. It is used in conjunction with the On SPVI not on MIF report to select items needed by the dining facilities. This report includes the Date of the Last SPVI Update, MIF NSN, U/I, Nomenclature, and Source Code.

C-132 AFMIS SPVI Conversion (On SPVI Not on MIF) Report, PCN AJK-AH2 (fig C-147).

DATE: 29 Dec 97

AFMIS SPVI CONVERSION

PCN AJK-AH2

DATE OF LAST SPVI UPDATE:

27 Dec 97

ON SPVI NOT ON MIF

SPVI

NSN

U/I

NOMENCLATURE

8905-01-360-3905

GL

SAUCE, TZATZIKI

8905-01-361-6889

HD

DRESSING, RANCH

8905-01-364-7354

CN

SAGE, RUBBED GROUND

8905-01-374-5054

BX

SALT, SHAKER WHT

8960-01-E09-0365

CO

GATORADE, LEM/LIM

8960-01-E09-0367

CN

DRNK, COLO DIET K

8960-01-E09-0368

CN

DRNK, GINALE K

8960-01-E09-1368

CO

JUICE, LEMONADE

8960-01-E09-1374

BG

COCOA, HOT MIX INST

END PAGE

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Figure C-147. AFMIS SPVI Conversion (On SPVI Not On MIF) Report (example).

a. This report is produced in the AFMIS-SPVI Catalog Compare subfunction (Section 12).

b. Use this report to identify those items on the SPVI Catalog and not on the Master Item File (MIF). This report includes the Date of the Last SPVI Update, SPVI NSN, U/I and the Nomenclature.

C-133 AFMIS SPVI Conversion (MIF/SPVI Matches) Report, PCN AJK-AH3 (fig C-148).

DATE: 29 Dec 97		AFMIS SPVI CONVERSION		PCN AJK-AH3	
DATE OF LAST SPVI UPDATE:		27 Dec 97			
MIF/SPVI MATCHES					
NSN	MIF ITEM NAME	MIF U/I	SPVI DESCRIPTION	SPVI U/I	SRC
8905-00-044-1854	PIGS FEET	LB	PORK, FEET FRZN	LB	D
8905-00-080-5318	BRATWURST	LB	BRATWURST, 5/1	LB	D
8905-00-080-5805	POLISH SAUSAGE	LB	SAUSAGE, POLISH 4/1	LB	D
8905-00-080-6007	CORNISH HENS	LB	HEN, CORNISH ROCK	LB	D
<div></div>					
8960-01-061-2249	SFT DRNK GINGERALE	CN	BEV NONALCHOHOLIC C	CN	D
8960-01-061-2251	SFT DRNK LEM LIME	CN	BEV NONALCHOHOLIC C	CN	D
8960-01-061-4064	SFT DRNK COLA 12 OZ	CN	BEV NONALCHOHOLIC C	CN	D
8960-01-117-3740	BEV BASE MELLO YEL	GL	BEV BASE ORANGE-LEM	GL	D

END PAGE 7

Figure C-148. AFMIS SPVI Conversion (MIF/SPVI Matches) Report (example).

a. This report is produced in the AFMIS-SPVI Catalog Compare subfunction (Section 12).

b. Use this report to compare the MIF/SPVI matches. This report contains the Date of the Last SPVI Update, NSN, MIF Item Name, SPVI Description and Source Code.

C-134 AFMIS SPVI Pre-Order Check Report, PCN AJK-AH4 (fig C-149).

DATE: 13 Jan 98		AFMIS/SPVI PRE-ORDER CHECK		PCN AJK-AH4	
DATE OF LAST SPVI UPDATE:		12 Jan 98			
ACTV_CD	NSN	MIF ITEM NAME	DELIVERY DATE	WHSE CD	SRC CD
161INF	8905-00-080-5318	BRATWURST	03/21/1996		D
161INF	8905-00-044-1854	PIGS FEET	03/21/1996		D
161INF	8905-00-080-6007	CORNISH HENS	03/21/1996		D
161INF	8905-00-080-5805	POLISH SAUSAGE	03/21/1996		D
161INF	8960-00-498-6782	BEV BASE LIQ ORANGE	03/21/1996		D
161INF	8960-00-782-3132	BEV BASE PWD ASST'S	03/21/1996		D
161INF	8960-00-965-4788	BEV BASE PWD ORANGE	03/21/1996		D
161INF	8960-00-216-6131	COCOA INST INDV 1 OZ	03/21/1996		D
END PAGE 1					

Figure C-149. AFMIS/SPVI Pre-Order Check Report (example).

a. This report is produced in the AFMIS-SPVI Catalog Compare subfunction (Section 12).

b. This report lists items that were on PV shopping lists but not on the SPVI Catalog. These items will not come from the PV. If the items are not on hand in the warehouse they must be ordered from another source, or the dining facility should be notified they will not receive the items. The system automatically converted these items to warehouse issue. They can be issued from the TISA system when the items are on hand. This report contains Date of the Last SPVI Update, ACTV_CD, NSN, MIF Item Name, Delivery Date, Warehouse Code, and Source Code. The report is sequenced by MIF Item Name within FSC.

C-135 TISA Prime Vendor Warehouse Inventory Status Report PCN AJK-AI1 (fig C-150).

DATE:	01/11/1998	TISA	PCN:	AJK-AI1	
			PRIME VENDOR		
			WAREHOUSE INVENTORY STATUS REPORT		
			WX3JP3:	TISA WAREHOUSE	
			PROJECTION DATE:	01/12/1999	
PERISHABLE ITEMS					
NSN	ITEM NAME	BOH	PV	DUE	ADJUSTED
		DUE-IN	OUT		BOH
8905000806997	ROCK CORNISH HENS CASE	3102	0	0	3102
8905001263416	CHICKEN WHOLE FRYER	7116	0	812	6304
8905001264062	PORK BOSTON BUTTS	1374	0	119	1255
8905001268743	PORK SPARERIBS CASE	471	0	105	366
8905001335887	BEEF KNL OVEN ROAST	5208	0	490	4718
8905001335889	BEEF STK SWISS CASE	3738	55	1633	2160
8905001398481	VEAL CUTLET BREADED CASE	6397	0	533	5864
8905001491355	PORK HOCK CUR/SMKD CASE	250	0	0	250
8905001640490	FISH FILLET FLOUNDER	320	0	0	320
8905001775017	BEEF STEWING DICED	6179	0	940	5239
8905002733622	RABBIT CUT WP R-T-C CASE	165	0	0	165
PAGE					1

Figure C-150. TISA Prime Vendor Warehouse Inventory Status Report (example).

- a. This report is produced in the Warehouse Inventory Status Report subfunction (Section 12).
- b. Use this report when adjusting customer orders to determine which items to issue from the warehouse to draw down stocks. The report lists all items with a current BOH or that will have an Adjusted BOH on the date selected for the projection. Separate reports are printed for the main TISA and each branch TISA. It includes the TISA or Branch TISA DODAAC and name, projection date, NSN, item name, balance on-hand, due-in, due-out quantity and adjusted BOH. Perishable items are listed first in NSN sequence followed by the semiperishable items.

C-136 Prime Vendor Order Report (Adjustment), PCN AJK-AJ1 (fig C-151).

DATE: 01/14/1998 PRIME VENDOR ORDER REPORT (ADJUSTMENT) PCN AJK-AJ1						
CUSTOMER: 000106		RDD: 19 Jan 98				
CUSTOMER NAME: QUAD E (PV)						
TIIN	ITEM NAME	UI	QTY	PRICE	EXTENDED PRICE	
050-3190	BEEF PATTY MIX W/SPR	LB	9	\$ 1.21	\$	10.89
039-8809	HAM CANNED COOKED	LB	6	2.03		12.18
017-2786	PORK SAUSAGE PATTIES	LB	24	0.93		22.32
125-8440	CHEESE CHEDDAR NAT CASE	LB	4	1.89		7.56
411-2677	JUICE GRAPE FRZN	CN	1	1.83		1.83
411-2678	JUICE GRAPEFRUIT FRZN	CN	1	1.41		1.41
437-7943	JUICE ORANGE FRZN	CN	1	1.91		1.91
226-4349	POTATO FRESH WHITE	LB	38	0.20		7.60
926-6491	MARGARINE PATTYS 90S CASE	LB	1	0.75		0.75
<div></div>						
079-6943	SALT TABLE 5 LB BAG	BG	8	1.01		8.08
286-5368	COFFEE RSTGR 2# CN (2)	LB	24	2.08		49.92
753-6332	TEA 100 IND BAGS	BX	2	1.55		3.10
TOTAL					\$130.25	
<div></div>						
END PAGE 1						

Figure C-151. Prime Vendor Order Report (Adjustment) (example).

- a. This report is produced in the Adjust Vendor Order Process (Section 12).

b. Use this report to show a list of items ordered from the vendor after an adjustment or adjustments have been made. There is a separate report for each customer. It includes the Customer ID, RDD, Customer Name, TIIN, Item Name, UI, Qty, Price, Extended Price and a Total Price for the adjusted order.

C-137 Prime Vendor Orders & Receipts Inquiry Report, PCN AJK-AL1 (fig C-152).

DATE: 11 Aug 95		TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)			PCN AJK-AL1	
REPORTS AND INQUIRIES						
PRIME VENDOR ORDERS & RECEIPTS INQUIRY						
FOR RDD RANGE 08/12/1995 THROUGH 08/12/1995						
NSN/MCN		ITEM NAME		UI	UNIT PRICE	
CUST. ID.	RDD	DOCUMENT NUMBER	STATUS		ORDER QTY	RECEIPT QTY
8905-00-403-9592		BACON SLI BULK SMOK		LB	\$1.32	
000124	12 Aug 95		0		40	0
000149	12 Aug 95		0		100	0
000117	12 Aug 95		0		10	0
8905-01-050-3190		BEEF PATTY MIX W/SPR		LB	\$1.21	
000124	12 Aug 95		0		55	0
000117	12 Aug 95		0		18	0
000149	12 Aug 95		0		100	0
8905-01-050-3192		BEEF RD W/SPR		LB	\$1.26	
000124			0		36	0
8905-00-133-5889		BEEF STK SWISS		LB	\$2.60	
000124			0		55	0
8905-01-039-8809		HAM CANNED COOKED		LB	\$2.03	
000149			0		100	0
000117			0		5	0
000124			0		25	0

PAGE: 1

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Figure C-152. TISA Prime Vendor Orders & Receipts Inquiry Report (example).

a. This report is produced in the Prime Vendor Inquiry Subfunction (Section 12).

b. Use this report to show Prime Vendor Orders and Receipts for a specific range of dates. It includes the NSN, item name, unit of issue, unit price, customer ID, RDD, document number, order quantity, and receipt quantity.

C-138 Prime Vendor Order Report, PCN AJK-AR1 (fig C-153).

DATE: 01/14/1998		PRIME VENDOR ORDER REPORT		AJK-AR1	
CUSTOMER: 000106		RDD:		14 Jan 98	
CUSTOMER NAME: QUAD E (PV)					
VENDOR: PV0001					
CONTRACT NUMBER: SP030097D3000					
TIIN	ITEM NAME	UI	QTY	PRICE	EXTENDED PRICE
050-3190	BEEF PATTY MIX W/SPR	LB	9	\$ 1.21	\$ 10.89
039-8809	HAM CANNED COOKED	LB	4	2.03	8.12
017-2786	PORK SAUSAGE PATTIES	LB	24	0.93	22.32
125-8440	CHEESE CHEDDAR NAT CASE	LB	4	1.89	7.56
411-2677	JUICE GRAPE FRZN	CN	1	1.83	1.83
411-2678	JUICE GRAPEFRUIT FRZN	CN	1	1.41	1.41
437-7943	JUICE ORANGE FRZN	CN	1	1.91	1.91
226-4349	POTATO FRESH WHITE	LB	38	0.20	7.60
926-6491	MARGARINE PATTYS 90S CASE	LB	1	0.75	0.75
<hr/>					
079-6943	SALT TABLE 5 LB BAG	BG	8	1.01	8.08
286-5368	COFFEE RSTGR 2# CN (2)	LB	24	2.08	49.92
753-6332	TEA 100 IND BAGS	BX	2	1.55	3.10
TOTAL:					\$126.19

END PAGE 1

Figure C-153. Prime Vendor Order Report.

a. This report is produced in the Create Vendor Order Process (Section 12).

b. Use this report to show a list of items ordered from the vendor by customer. It includes the Customer ID, RDD, Customer Name, Vendor ID, Contract Number, TIIN, Item Name, UI, Qty, Price, Extended Price and a Total Price for the order.

C-139 Prime Vendor Receipt Reversal Issues Adjustment Report, PCN AJK-AY1(fig C-154).

DATE: 13 Jan 98	PRIME VENDOR RECEIPT REVERSAL	PCN AJK-AY1				
TIME: 12:24:22	ISSUES ADJUSTMENT REPORT					
CUSTOMER NAME: 000106 TYPE OF ACCOUNT: ARCS ISSUE DATE: 12 Jan 98						
DOCUMENT NUMBER:						
VENDOR ID: PV0001						
VENDOR NAME: SP030097D300						
NSN	ITEM NAME	U/I	UPR	QTY	NEW QTY	EXT AMT
8905-00-491-7208	BACON SLICED FZN SH	LB	\$.80	5100	4900	\$ -160.00
8905-01-017-2786	POTK SAUS PATTIES	LB	1.94	144	0	\$ -279.36
8950-01-059-5269	SCE WORCEST 5-10 OZ	BT	.89	10	20	8.90
CUSTOMER = \$ -430.46 BOX LUNCH = \$.00 TOTAL = \$ 430.36						
END PAGE 1						

Figure C-154. Prime Vendor Receipt Reversal Issues Adjustment Report (example).

a. This report is produced from the Prime Vendor Reverse Customer Receipt process.

b. Use this report to show the list of items on the Prime Vendor receipt that were changed after the receipt was written. Transactions are produced for these items to update AFMIS files and STARFIARS. Also, a D6U type transaction with a document identifier code of REV is produced and sent to DSCP during the Send PV Data to STARFIARS/SPVI process.

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APPENDIX D

Continuity of Operations (COOP) Procedures

D-1 General. This appendix contains basic procedures to continue operations when the minicomputer is down. It also includes data collection and entry procedures to use when the minicomputer is on-line again. These procedures are set up in an SOP format. Use them to set up a COOP for your installation.

a. **SUBJECT.** Continuity of Operations Procedures for data collection and entry when the minicomputer is down.

b. **AUTHORITY.** Issued under the authority of the Troop Issue Subsistence Officer (TISO) _____.
(enter installation name)

c. **PURPOSE.** To define procedures used for data collection when the system is down and entry of data collected when the system is on-line again.

d. **SCOPE.** This COOP assigns responsibilities and describes data collection and entry procedures to use when the system is on-line again.

e. **APPLICABILITY.** Applicable to all personnel assigned to the _____ TISA, TISA-W, IFA, DFO.
(enter installation name)

f. **OBJECTIVES.** The objectives of this COOP are:

- (1) To assign responsibilities to TISA, IFA, and DFO personnel.
- (2) To provide instructions regarding manual processing to be used when the minicomputer is down.
- (3) To ensure dining facilities are notified when the minicomputer goes down.
- (4) To ensure stock and financial accountability is maintained until AFMIS is operational again.
- (5) To describe procedures for verification of system files when AFMIS is operational again.

g. **ABBREVIATIONS.** See appendix A for abbreviations and section 4 of the End User Manual for the files used in each subsystem.

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D-2 Implementation Instructions. In the course of normal operations, the AFMIS computer can go down. Should this happen, the mission of the TISA, IFA, and DFO does not change. All personnel must know and understand the COOP and implement manual procedures as quickly as possible to minimize the adverse effects of system failure or down-time. Use the following manual procedures when the minicomputer is down.

a. TISA. The TISO or designated representative immediately notifies all administrative office and warehouse personnel that the system is down and directs the implementation of manual data collection and processing procedures (para D-3). The TISA personnel manually record activities to enter into the system later. Date and time stamp all entries to ensure they are in order and transactions are not rejected once the system is on-line.

(1) The TISO contacts the SA to determine the problem and requests an estimate of downtime, if available.

(2) After the SA notifies TISA that the system is on-line, the TISO reviews critical AFMIS database tables (MIF, VRGC, CIF, IUF, CAH, CAT, VIF, etc.) to verify all data. This process must be performed before new data is entered to prevent file corruption. Verification procedures are described in paragraph D-4.

(3) Once the database is verified, the TISO confirms the date the system went down and directs the start of data entry procedures (para D-5). Data is entered daily and, at the completion of the day's business, the End of Day process is run before the next day's processing begins. Daily data entry reflects the day's processing. The End of Month process should be run on the last working day of the month. It may be run as early as 5 days before the last calendar day of the month to allow for weekends and holidays.

(4) After new data is entered, the TISO directs that processing be resumed and informs the SA that normal processing is under way. Monitor the system to ensure data accuracy. If discrepancies are detected, stop processing and notify the SA.

b. IFA. The IFA or designated representative notifies all IFA office personnel, contract dining facility managers, and military food service sergeants that the system is down and directs the implementation of manual data collection and processing procedures (para D-3). The IFA manually records activities to enter into the system later. Date and time stamp all entries to ensure they are in order and transactions are not rejected once the system is on-line.

(1) The IFA contacts the SA to determine the problem and requests an estimate of the length of downtime, if available.

(2) After the SA notifies the IFA that the system is on-line, the IFA reviews critical AFMIS database tables (MMF, MMR, RHF, RIN, RIF, REF, etc.) to verify all data. This process must be performed before new data is entered to prevent file corruption. Verification procedures are described in paragraph D-4.

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(3) Once the database is verified, the IFA and the TISO confirm the files and approve the start of data entry (para D-5). Data is entered daily and, at the completion of the day's business, the End of Day process is run before the next day's data is entered. Daily data entry reflects the day's processing. You must coordinate with the TISO before entering data to ensure that implementation procedures are used in the correct order.

(4) When data entry is complete, the IFA directs that processing be resumed and informs the SA that normal processing is under way. Monitor the system to ensure data accuracy. If discrepancies are detected, stop processing and notify the SA, TISO, and dining facility operators.

c. DFO. The DFO manager or designated representative immediately notifies all DFO office personnel and the IFA that the system is down and directs the implementation of manual data collection and processing procedures (para D-3). The DFO manually records activities to enter into the system later. Date and time stamp all entries to ensure they are in order and transactions are not rejected once the system is on-line.

(1) The DFO manager contacts the SA to determine the problem and requests an estimate of downtime, if available.

(2) After the SA notifies the DFO manager that the system is on line, the manager reviews critical DFO database tables (BDFA __INFO, MSTMENU, RCPHEAD, TOT__HC__2969, etc.) to verify all data. This process must be performed before new data is entered to prevent file corruption. Verification procedures are described in paragraph D-4.

(3) Once the database is verified, the DFO manager directs the start of data entry procedures (para D-5). Data is entered daily and, at the completion of the day's business, the End of Day Process is run before the next day's processing begins. Complete the monthly inventory and cash turn-in on the first day of the new month. You must coordinate with the TISO and IFA to perform data entry to ensure that implementation procedures are executed consistently.

(4) When data entry is complete, the DFO manager directs that processing be resumed and informs the SA that normal processing is under way. Monitor the system to ensure data accuracy. If discrepancies are detected, stop processing and notify the SA, TISO, and IFA.

d. SUMMARY. You must begin manual processing immediately after the system goes down to minimize the adverse effects of system failure. Use established procedures so transactions are recorded and a chronological record is available when the system is on-line again. If all procedures are implemented, recovery should be timely and accurate.

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D-3 Manual Processing and Data Collection Procedures.

- a. TISA Use the following procedures when you are notified that the system is down:

NOTE: No data collection procedures are set up for the Document History, Financial Accounting, Reports and Inquiries, and Files Maintenance Functions of AFMIS. Data changes to the MIF, CIF, or other files can be noted on the most current file report and entered later.

(1) Issues. The warehouse foreman starts manual collection procedures when notified by the TISO. Personnel continue to issue subsistence using available TISA issue documents. When all TISA issue documents are completed, additional issues are recorded manually on DA Form 3294-R, DA Form 3161, etc. Use the following procedures:

- (a) Manually record the quantity issued in the Supply Action column on the DA Form 3294 Report (Facsimile) (PCN AJK-XE1), ARCS Shopping List (PCN AJK-XC2), or on another accountability form.
- (b) Have the customer sign the completed issue document.
- (c) Enter the issue date in the top right hand corner of the document.
- (d) Return the completed and signed issue document to the warehouse foreman. All issue documents are put in chronological order and returned to the TISA administrative office at the end of each business day. They will be entered into the system later.

(2) Receipts. Warehouse personnel continue to receive subsistence from supporting sources. Receipts are processed according to type. Use the following procedures:

- (a) DPSC/DSO Receipts. When the items are delivered to the warehouse, personnel use standard receiving procedures to process the receipt. No VRGC control number is assigned to the receipt. Write the receipt date in the top right hand corner of the document.
- (b) BPA Receipts. When the vendor delivers BPA items to the warehouse, personnel use standard receiving procedures. Write the receipt date in the top right hand corner of the document.
- (c) DVD Receipts. When the vendor delivers DVD items to the warehouse, personnel use standard receiving procedures. Write the receipt date in the top right hand corner of the document.

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(d) Return the completed receipt documents to the warehouse foreman. The receipt documents are put in chronological order and returned to the TISA administrative office at the end of each business day. They will be entered into the system later.

(3) Requisitions. The supply clerk starts manual collection procedures when notified by the TISO. Only emergency requisitions can be processed when the system is down. Use the following procedures:

(a) Emergency requisitions are processed off-line by telephone to the supply source.

(b) The clerk records all requisitions on a data collection sheet. Once the requisition is recorded, write the date in the top right hand corner of the sheet.

(c) Use a serial number from the off-line requisition log.

(d) Return the completed data collection sheet to the warehouse foreman. The data collection sheets are put in chronological order and returned to the TISA administrative office at the end of each business day. They will be entered into the system later.

(4) Storage Location. When storage locations change or are added while the system is down, record the changes on the latest copy of the Storage Location Report (PCN AJK-993). Use the report to enter data when the system is on-line again.

(5) Direct Vendor Delivery. The DVD clerk starts collecting data manually when notified by the TISO. If the system is down for a long time, it may be necessary to create orders for DVD vendors using the following procedures:

(a) The clerk creates customer level orders using a vendor supplied order form or other issue document.

(b) Once the order form is recorded, write the date in the top right hand corner of the form. Place a copy in the DVD File. Keep the file in chronological order.

(c) Receipts can be entered in the DVD Receipts and Issues process as an "Order Not Due-in."

b. IFA. Use the following procedures when you are notified that the system is down:

(1) Use the most current printed files and reports to continue operating.

(a) Master Menu File (MMF).

(b) Master Menu Recap (MMR).

(c) Recipe Ingredient File (RIN).

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- (d) Recipe Header File (RHF).
 - (e) Recipe Instruction File (RIF).
 - (f) Deleted.
- (2) Get a current print of these files from the SA every month.
 - (3) File Maintenance processing is suspended until the system is on-line again.
 - (4) Note any changes on the file prints for later entry into the system.
 - (5) Deleted.
- c. DFO. Use the following procedures when you are notified that the system is down:
- (1) General. Meal production and other routine dining facility operations continue using the sources below.
 - (a) Use the system generated production schedules and kitchen requisition worksheets until they are outdated. Use the DA Form 3034 and 3034-1 to keep track of routine and intensive management items.
 - (b) If printed records are not on file or the system is down for a long time, printed records of the Master Menu and recipe files are available at the IFA office.
 - (2) Use the DA Form 3161 or DA Form 3294-R to request rations when the DFO shopping list reports are outdated.
 - (3) Headcount Reporting. Headcount may be reported directly to the TISA.
 - (a) If the system is down for more than 4 days, record headcounts on DA Form 2970 and submit the form to the TISA.
 - (b) Once the information is entered, the dining facility account is updated, keeping the account status current and the IFA reports accurate.
 - (4) DF to DF Transfers. Use DA Form 3161 to list the items and quantities transferred. The DFO enters quantities received and signs the form. Submit the completed DA Form 3161 to TISA. Once the transfer is entered, the inventory balances on hand and dining facility accounts are adjusted.
 - (5) Turn-in to TISA Transfer. No turn-ins can be made when the system is down. Turn-ins sent earlier are processed when the system is on-line again.

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(6) ROS/SOC. Reports of survey and statements of charges are not processed while the system is down. Only an end of fiscal year dollar value ROS or SOC can be processed when the system is down.

(7) Inventory. You can't complete a standard inventory when the system is down. System inventory balances on hand can't be reconciled with your count entries.

(a) Deleted.

(b) If the IFA requests the inventory value, use DA Forms 3234-R and 3234-1-R to conduct an inventory and calculate the value.

D-4 Verification Procedures. Use the following procedures to verify database files when the system is on-line again. Verify the files before you begin data entry procedures.

a. TISA.

(1) Customer Account Header (CAH)/Customer Account Trailer (CAT) Files. Check all data by doing a DFA Inquiry and verifying that the latest entries are correct.

(2) Customer Information File (CIF). Check all data by doing a Customer Information File Inquiry. Compare the screen data to the latest print of the file.

(3) Issue List Header File (ILH). Use the Issue Inquiry to check for all issue documents entered before the system went down.

(4) Installation Uniques #1 File (IUF). Ask the SA to perform an ISQL query and verify the file.

(5) Installation Uniques #2 File (IUF2). Ask the SA to perform an ISQL query to verify the file.

(6) Master Item File (MIF). Check that the balance on hand, transaction register, and due-in quantities are correct by doing an MIF Inquiry on random items. Check all items using the latest printout to verify that the latest entries are also correct.

(7) Vendor Information File (VIF). Ask the SA for a file print to review entries in this file.

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b. IFA.

(1) Master Menu File. Print a report for the current month's menus. Review the report to make sure the menus are complete.

(2) Master Menu Recapitulation. Print a report for the current month. Review the report to make sure the recap is complete.

(3) Master Item File Reference File (REF). Use the MIF Inquiry to verify that the unique recipe NSNs are still on file.

(4) Recipe Header File (RHF), Recipe Instruction File (RIF), Recipe Ingredient File (RIN). Ask the SA for file prints. Use them to verify that all recipes are on file.

(5) Deleted.

c. DFO.

(1) Account Header File (ACCT_HEAD). Use the Dining Facility Account Card or Account Status Inquiry to verify the account status. It should be the same amount it was before the system went down.

(2) Basic Daily Food Allowance Information File (BDFA_INFO). Use the Dining Facility Account Card Inquiry to review the BDFA values.

(3) Cash Turn-in File (CASH_TURNIN). Ask the SA for a file print to verify the accuracy of the cash turn-in dollar value.

(4) Cross Reference (CROSS). Ask the SA to verify that all DFOs are listed on the file.

(5) Issue Frequency File (ISSFREQ). Use the Review Issue Frequency Schedule subprocess to review the issue schedule.

(6) Kitchen Requisition File (KITREQN). Ask the SA for a file print. Use the Kitchen Requisition and Returns Reports (PCN AJK-425) to verify the file data.

(7) Master Item File (MIF). Print a copy of the Dining Facility Inventory Report (PCN AJK-PR1) to review the inventory balances on hand.

(8) Recipe Files. Ask the SA for a file print of the recipe header, instruction, and ingredient files. Verify that there is a recipe header, instruction, and ingredient file record for each recipe.

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(9) Shopping List File (SHOPLIST). Ask the SA for a file print. Verify that the shopping lists you didn't send to TISA are still on file. If the submission and issue dates are outdated, delete the shopping list. If the dates are valid and the data is accurate, release the shopping lists to TISA using the Shopping List Update processes.

(10) Bulletin Board Data File (BBD). Review the DFO Bulletin Board screens to verify the TISA and IFA messages. If no messages are displayed, notify the TISA and IFA.

(11) Total Headcount DA Form 2969 File (TOT_HC_2969). Ask the SA for a file print. Use the Headcount/Cash Collected Reports (PCN AJK-A01) to verify the file data.

D-5 Data Entry Procedures. Use these procedures to enter data after the files are verified.

a. TISA.

(1) DPSC/DSO/Commissary Receipts. Process receipts before you enter issue data. Use the following procedures to enter data collected manually:

(a) Use the Receipt Inquiry process to see if there are open receipts on file.

(b) Use the Process Receipts process to close the open receipts and process others you receive while the system is down.

(2) BPA/Local Purchase Receipts. Use the Blanket Purchase Agreement Inquiry to see if there are open receipts on file. Use the BPA Receipts process to close open receipts and process others you receive while the system is down.

(3) Issues. Process issues after all receipt data is entered.

(a) Use the Issue Document Query/Modify/Execute option to process ARCS shopping lists for items received before downtime and issued during system downtime. You can modify and execute shopping lists that were received before the system went down by changing the issue date.

(b) Use the Convert Ration Requests to Issue Documents or the Other Issues process to prepare FRIS and ARCS shopping lists not received before downtime for items issued during system downtime.

(c) Use the Convert Ration Requests to Issue Documents process to prepare box lunch issues.

(4) Requisitions. Use the off-line requisition log to complete the following processes.

(a) DPSC/DSO/Commissary/Non-BPA Local Purchase Requisitions. Use the Post-Post Requisition process. See paragraph 5.4.5 for processing instructions.

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(b) BPA Requisitions. Use the Create BPA Vendor Orders process. See paragraph 5.7.1 for processing instructions.

(5) Direct Vendor Delivery.

(a) If a daily DVD requirement exists on the date the system goes down, the required delivery date for that requirement can't be processed. This creates a "missed" requirement when the system returns on-line.

(b) If missed requirements exist, use the Review and Adjust Customer Orders Screen AJK-773 to delete them. See paragraph 5.2.2.5 of this manual for processing instructions.

(c) Use the DVD Receipts and Issues process to enter receipts you receive while the system is down.

b. IFA. If data is missing from the menu or recipe files, ask the SA to load the backup files. This can reduce the amount of data you need to enter.

c. DFO.

(1) Headcount. Use the Headcount Cash Collected process to enter headcounts not reported to TISA during system downtime. You can enter earlier headcounts until the account is closed for that period.

(2) Inventory Balances on Hand. After TISA sends the system issues and other inventory transactions for the downtime period, use the Monthly Inventory subfunction to conduct a 100 percent inventory. This ensures your balances on hand are current and accurate.

(3) Production Schedule. Keep the manual DA Forms 3034 and 3034-1 used during system downtime. They provide the production history for that time. File them with your AFMIS reports.

(4) Dining Facility Account Status. After TISA completes transactions for the downtime period, use the Dining Facility Account Inquiry to review your account status and account card. Review them to ensure all transactions are current and accurate.

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APPENDIX E

Instructions for Preparation of DA Form 5005-R
(Engineering Change Proposal - Software)

F-1 General.

- a. The DA Form 5005-R replaces DA Form 4157, System Change Request, and supplements DD Form 1692, Engineering Change Proposal - Software (ECP-S). It is a dual purpose form used either to report software problems (Problem Report) and/or to propose changes to software baselines (ECP-S). The Originator will mark the appropriate box in the top right hand block. The DA Form 5005-R is printed on both sides. (See fig. F-1 and F-2.)
- b. The ECP-S is prepared at the functional level (e.g., DFO, TISA, TISA-W, IFA) and submitted to the AFMIS SA for resolution or forwarded to the MACOM level.
- c. Instructions for completing and processing ECP-S are found in DA Pam 25-6.

F-2 Originator - Blocks 1 thru 15.

- a. Block 1. Enter mailing address as follows:

CONUS & OCONUS

U.S. Army Software Engineering Center-Lee (SEC-L)
ATTN: AMSEL-SE-LSB (STOP L33)
3901 A Avenue, Suite 150
Ft Lee VA 23801-1815

Customer Assistance
Office (CAO)
DSN 687-1051

- b. Block 2. Enter mailing address of originator. Include name of individual preparing form, if other than POC in block 4.
- c. Block 3. Enter a 10-position number as outlined in figure 4-2, DA Pam 25-6 (Example: L37-R102-123). Data Processing Installation codes (DPIs) are provided by the installation DOIM.
- d. Block 4. Enter the name and telephone number of the individual who should be contacted to explain the reported problem or proposed change. The telephone number should be preceded by the letter A to indicate AUTOVON or the letter D to indicate DSN. A commercial number should include the area code.
- e. Block 5. For ECP-S only, check appropriate block to indicate emergency, urgent, or routine. Leave blank for the problem report. See DA Pam 25-6 for definitions.
- f. Block 6. Enter the number of the latest change package installed at the time the change was proposed or the problem occurred.
- g. Block 7. Enter the number of the executive software change package installed at the time the change was proposed or the problem occurred.

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h. Block 8. This block is used for problem reports only. Enter the date the problem occurred. The date must be all numeric, with year first, month second, and day last (YYMMDD). If time is required, it should be written in the 24-hour clock form. For example, if the problem occurs on 1 Apr 81 at 1415, the date and time are written as 810401/1415. If an ECP is being proposed, enter N/A.

i. Block 9. Enter appropriate computer program component(s) (CPC) affected, by name or number.

j. Block 10. Enter a short descriptive title.

k. Block 11. Describe the problem or proposed change in sufficient detail to permit ready identification and evaluation. The first entry in the block will reference the product/document (e.g., file ID, PCN, OM, UM, etc.) involved in the problem/change. Include a listing of all attachments and referenced documents.

l. Block 12. Describe adverse effects or improved characteristics the proposed change may have on the field user, to include the alternative of not making the proposed change.

m. Block 13. Enter a recommended solution and justification to support the proposed change, or action taken to resolve the problem.

n. Block 14. This block must contain the date signed, name, title, and signature of the individual with authority to approve the origination of an ECP.

o. Block 15. This block is used to continue blocks 11 thru 13, if needed. Blocks 11 thru 13 can be continued on separate sheets.

F-3 Major Army Command (MACOM) - Blocks 16 and 17. These blocks are used by the MACOM, if applicable, to record approval/disapproval, comments, date signed, name, title, and signature of individual reviewing ECP. Completion of these blocks is not required for problem reports.

F-4 Assigned Responsible Agency (ARA) - Blocks 18 and 19 (for problem reports only).

a. Block 18. Check one box only to indicate action taken to close a problem report. If the problem report is a duplicate of an existing problem report or ECP, enter the number of the previous problem report/ECP in the space provided.

b. Block 19. This block must contain the date signed, name, title, and signature of the individual taking problem report action.

F-5 Proponent Agency (PA) and/or ARA - Blocks 20 thru 29.

a. Block 20. Changes in baseline configuration shall be classified as Class I or II in accordance with DOD-STD-480. Class I changes affect the functional, allocated, or product baselines. Class II changes are minor changes such as misspellings; addition of clarifying notes; and recompilation of erroneous codes, which do not meet Class I criteria.

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b. Block 21. Required for all Class I changes. The following codes, which are defined in DOD-STD-480 and AR 18-12-5, Catalog of Standard Data Elements and Codes-Logistics, are to be used:

- A - Record only
- B - Interface
- C - Compatibility
- D - Deficiency
- O - Operational or Logistics Support
- P - Production Stoppage
- R - Cost Reduction
- S - Safety
- V - Value Engineering

c. Block 22. The ECP-S number should match the originator number in block 3. If the number in block 3 is sufficient, the ECP-S number in block 22 is an optional entry.

d. Block 23. A preliminary ECP is one which may be submitted for review before having information necessary to support a formal ECP. A formal ECP provides information in sufficient detail to support formal change approval.

e. Block 24. Enter a dollar estimate of total costs, either increased or decreased, that will result if the change is approved. The dollar amount should be followed by DECREASE when applicable. This should include all costs/savings, including both ARA and PA. Consult with the local budget office for advice on how to indicate the appropriations (military pay, leases, travel, civilian pay, etc.) that are affected.

f. Block 25. Enter None or the acronym, ADS code, and/or System Identification Code (SIC) to indicate where there is an interface effect with other systems. If an interface is involved, supply full details in an attachment to the ECP-S form.

g. Block 26. Check blocks to indicate the following:

(1) Functional/Allocated or Technical/Product.

(a) Functional changes affect the functional design, logic, or operation of the system and require changes to functional baseline documentation or the End User Manual.

(b) Technical changes do not affect the functional design, logic, or operation of the system. Sophistication of ADP techniques, changes from tape to disk, and program optimization and changes to the system when it fails to meet functional specifications are examples of technical changes.

(2) Major or Minor. Major changes are those which exceed the thresholds specified in AR 18-1 and require a Mission Element Need Statement (MENS); minor changes are those which do not.

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(3) Maintenance or Modification.

(a) Maintenance changes are associated with the correction of faults in the system.

(b) Modification changes are associated with the revision or alteration of an existing application to provide a new or improved capability.

h. Block 27. Enter the required/recommended implementation date or change package into which the change will be incorporated.

i. Block 28. Check the appropriate blocks to indicate the following:

(1) PA or ARA. Approval authority for functional changes is the PA; for technical changes, it is the ARA.

(2) Approved or Disapproved. Indicate whether approved or disapproved by PA and/or ARA.

j. Block 29. This block must contain the date signed, name, title, and signature of the individual authorized to make the approval/disapproval decision.

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ENGINEERING CHANGE PROPOSAL - SOFTWARE (ECP-S) For use of this form , see AR 25-3; the proponent agency is ODISC4		(Check one) <input type="checkbox"/> PROBLEM REPORT <input type="checkbox"/> ECP-S
1. TO:		2. FROM:
3. ORIGINATOR NUMBER	4. POINT OF CONTACT (Name and Telephone no.)	5. PRIORITY (Check one if ECP-S) <input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE
6. APPLICATION CI BASELINE/VERSION	7. EXECUTIVE SW BASELINE/VERSION	8. PROBLEM DATE (YYMMDD)
9. JOB CYCLE/PROGRAM ID		
10. TITLE OF PROBLEM/CHANGE		
11. DESCRIPTION OF PROBLEM/CHANGE (List all attachments and referenced documents) (If additional space is needed, use Item 15, Remarks)		
12. EFFECT ON USER (If additional space is needed, use item 15, Remarks)		
13. RECOMMENDED SOLUTION/JUSTIFICATION (If additional space is needed, use item 15, Remarks)		
14. DATE (YYMMDD)	NAME AND TITLE OF SUBMITTING AUTHORITY	SIGNATURE

DA FORM 5005-R, NOV 81

REPLACES DA FORM 4157-R, 1 FEB 76, WHICH IS OBSOLETE

Figure F-3. Example of DA Form 505-R (page 1 of 2).

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15. REMARKS (If additional space is needed, use separate sheet of paper)		
USER/MACOM ACTION (ECP-S Only)		
16. MACOM (Check one and include any comments) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		
17. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE
ASSIGNED RESPONSIBLE AGENCY (Problem Report Only)		
18. PROBLEM REPORT ACTION TAKEN (Check one) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> RESOLVED BY CUSTOMER ASSISTANCE <input type="checkbox"/> IDENTIFIED AS URGENT OR ROUTINE <input type="checkbox"/> EMERGENCY ECP FORMALIZED </div> <div> <input type="checkbox"/> DUPLICATE OF EXISTING ECP: NO _____ <input type="checkbox"/> CANCELED BY ORIGINATOR <input type="checkbox"/> CANCELED FOR INSUFFICIENT IDENTIFICATION <input type="checkbox"/> CANCELED FOR INSUFFICIENT DOCUMENTATION </div> </div>		
19. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE
PROPONENT AGENCY and/or ASSIGNED RESPONSIBLE AGENCY (ECP-S Only)		
20. CLASS OF ECP (Check one) <input type="checkbox"/> I <input type="checkbox"/> II	21. JUSTIFICATION CODE	22. ECP NUMBER
23. ECP TYPE (Check one) <input type="checkbox"/> PRELIMINARY <input type="checkbox"/> FORMAL	24. ESTIMATED COSTS/SAVINGS	
25. OTHER SYSTEM/CI AFFECTED		
26. CHANGE IDENTIFICATION (Check one in each column) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> FUNCTIONAL/ALLOCATED <input type="checkbox"/> TECHNICAL/PRODUCT </div> <div> <input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR </div> <div> <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> MODIFICATION </div> </div>		
27. PROJECTED IMPLEMENTATION		
28. APPROVAL AUTHORITY (Check agency and action taken) <input type="checkbox"/> PROPONENT AGENCY <input type="checkbox"/> ASSIGNED RESPONSIBLE AGENCY <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
29. DATE (YYMMDD)	NAME AND TITLE	SIGNATURE

REVERSE OF DA FORM 5005-R, NOV 81

Figure F-4. Example of DA Form 5005-R (page 2 of 2).

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RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS For use of this form, see AR 25-30, the proponent agency is ODISC4.						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
TO: (Forward to proponent of publication or Form)(Include ZIP Code)						FROM: (Activity and location)(Include ZIP code)	
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER						DATE	TITLE
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO. *	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended change, if possible).	
* Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE	

DA FORM 2028
1 FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

Figure F-3. Example of DA Form 2028 (Page 1 of 2)

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TO: (Forward direct to addresses listed in publication)				FROM: (Activity and location)(Include ZIP Code)				DATE	
PART II - REPAIR PARTS AND SPECIAL TOOL LISTS AND SUPPLY CATELOGS/SUPPLY MANUALS									
PUBLICATION NUMBER				DATE			TITLE		
PAGE NO.	COLM NO.	LINE NO.	NATIONAL STOCK NUMBER	REFERENCE NO.	FIGURE NO.	ITEM NO.	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTION	
PART III - REMARKS (Any general remarks or recommendations, or suggestions for improvement of publications and blank forms. Additional blank sheets may be used if more space is needed.)									
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION			SIGNATURE		

Figure F-4. Example of DA Form 2028 (page 2 of 2).

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APPENDIX F

STORES NT SEQUENCE OF OPERATIONS

1. Every Monday, before creating PV orders the DSCP Catalog Updates must be downloaded to the STORES NT LAP, then from the STORES NT LAP to the AFMIS Server. (SA)
2. Every Monday after the SA moves the DSCP Catalog Updates to the AFMIS Server, execute the AFMIS-STORES NT Catalog Compare options A through D. (TISA)
3. Create shopping lists.
 - a. On-Line: Shopping lists must be created by the on-line dining facilities' and passed to the Troop Issue Subsistence Activity (TISA) through the execution of End-of-day (EOD) before they can be processed. The TISA can create the shopping list for the dining facilities'. (DFO/TISA)
 - b. Off-Line: Create PV supported off-line dining facility and non PV customer shopping lists (requirements) through the TISA Other Issues Process. (TISA)
4. Create Vendor Orders
5. Print the Warehouse Inventory Status Report. (TISA)
6. Execute the AFMIS-STORES NT Order Check, option E on the AFMIS-SPVI Catalog Compare Command Menu. (TISA)
7. Adjust Vendor orders to draw down warehouse stocks. (TISA)
8. Confirm Vendor Orders when all adjustments have been made. (TISA)
9. Process receipts as necessary. (TISA/DFO)
10. Execute Send PV Data to STARFIARS/SPVI process. (TISA) (During the Send PV Data to STARFIARS/SPVI process, TISA users must be logged off.)
11. Transfer order and receipt files from the AFMIS Server to the STORES NT LAP. (SA)
12. Execute End-of-Day (EOD) processes. (SA)

NOTE: The Send PV Data to STARFIARS/SPVI process cannot be run after the End of Day process.
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AIS Manual 25-L37-AJK-ATT-EM-4
C5, 1 July 1997

The proponent of this system is the Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, Washington, DC. This system is maintained by the US Army Software Engineering Center Lee, Fort Lee, Virginia. Users are invited to send any comments or suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to U.S. Army Software Engineering Center-Lee (SEC-L), ATTN: AMSEL-SE-LSB (STOP L33), 3901 A Avenue, Suite 150, Ft Lee VA 23801-1815.

BY ORDER OF THE SECRETARY OF THE ARMY:

DENNIS J. REIMER
General, United States Army
Chief of Staff

OFFICIAL:

EARL M. SIMMS
Brigadier General, United States Army
The Adjutant General

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